

100 GENERAL PROVISIONS

100.01 INTRODUCTION

Since the early 1970s, the original and amended Standards for Residential and Commercial Development have undergone revisions by individual agencies/departments/divisions. At this time, these standards are revised to comply with federal, state, regional, and local criteria.

This document illustrates the continued commitment on behalf of the Cobb County Board of Commissioners to encourage quality growth and development in Cobb County. All operating agencies/department/divisions involved in the development plan review process work together to produce this document. These agencies/departments/divisions are:

Community Development Agency
Department of Transportation
Water System
Public Safety Department
Office of Environmental Health

These Development Standards and Specifications have been created, revised, and otherwise set forth as a tool for communication between the County and professional contractors, engineers, architects, developers, planners, builders, and other agents for development. To that end, these Standards are a compilation of the accepted procedures; plan requirements, and approval criteria in the area of land use, site development.

100.2 AUTHORITY

These Standards are adopted and certified by the Cobb County Board of Commissioners under the authority of the Constitution of Georgia (1983) and the Official Code of Georgia and enacted pursuant to such authority.

100.3 TITLE

These Standards shall hereafter be known as "The Development Standards and Specifications of Cobb County, Georgia" and may be generally referred to and known as "Development Standards".

100.4 INTERPRETATION

For the interpretation and application of Development Standards, all provisions shall be:

- Considered as minimum requirements, which may be varied at the discretion of applicable Agency/Department Directors, unless otherwise governed by ordinance.
- Deemed neither to limit nor repeal any other powers granted under federal and state statutes.
- In the event of conflicting provisions between these provisions and other ordinances of Cobb County, the more specific ordinance shall prevail.

100.5 PURPOSE AND INTENT

100.05.01 Purpose

It shall be the purpose of these Standards to:

Protect and promote the public health, safety, and general welfare of the citizens of Cobb County, Georgia.

Provide maximum livability and quality of life within a neighborhood.

Protect and promote the general welfare of the business community in Cobb County, Georgia, and encourage commerce.

Promote and support the objectives of the Cobb County Comprehensive Plan.

Support and supplement the requirements of the Cobb County Zoning Ordinance.

Streamline the site plan review process by providing clear lines of communication and direction to staff.

Streamline the site plan review process by providing clarification to the development community as to the requirements for development in Cobb County.

Encourage economically sound and technically feasible land development.

Provide assurance that residential, multi-family, and non-residential plans are indeed usable for intended and permitted purposes according to federal, state, regional, and community standards.

Provide assurance that adequate provision for safe and efficient traffic access is available for new development and redevelopments.

Provide adequate water quality, quality, and wastewater treatment.

Assure equitable, efficient, and detailed review of all residential, multi-family, and non-residential construction plans by providing uniform Development Standards for the development and subsequent construction of structures, building, or other improvements of any land within unincorporated Cobb County.

100.05.02 Intent

These Development Standards are intended to address these important needs:

Increased demand for development criteria in response to an ever-increasing environmental awareness.

Improved communication and coordination among County agencies/departments/divisions.

Improved efficiency and better service to the development community.

100.06 AMENDMENTS AND REVISIONS

All amendments and revisions to these standards and specification shall be first approved after a hearing at an advertised called meeting of the Board of Commissioners.

101 ADMINISTRATION

101.01 ADVISORY COUNCIL FOR HISTORIC PRESERVATION

The Advisory Council for Historic Preservation is the lead federal agency charged with the administration, regulation, and protection of national eligible and designated historic sites under Section 106 of the Federal Clean Water Act.

101.02 ATLANTA REGIONAL COMMISSION

The Atlanta Regional Commission (ARC) is responsible for the review, administration of, and permits for the Metropolitan River Protection Act. The ARC also serves as a clearinghouse for comments concerning Development of Regional Impact and the identification and protection of Regionally Important Resources.

101.03 BOARD OF ADJUSTMENTS AND APPEALS

The Board of Adjustments and Appeals is responsible for the issuance of interpretations of the building code when a disagreement arises between the building official and builders, contractors, or subcontractors; approval of requests for variances when alternative construction methods can be shown to provide an equivalent level of safety; rendering of decisions upon actions of the building official, as provided in the building codes, when properly appealed; rendering of decisions in any appeal by a builder, electrical contractor, plumbing contractor; HVAC contractor, owner, or individual holding a building permit whenever the building official: (i) rejects or refuses to approve a manner of construction; (ii) rejects materials used in construction; or (iii) where it is claimed that the county building or construction codes are inapplicable or that the intent and meaning of the same have been misconstrued or incorrectly applied.

101.04 BOARD OF COMMISSIONERS

The Board of Commissioners is responsible for the development of policies, ordinances, and standards involving the development process. The board hears appeals from aggrieved parties involving all areas not otherwise delegated herein.

101.05 BOARD OF ZONING APPEALS

The Board of Zoning Appeals, appointed by the Board of Commissioners, is responsible for the consideration of variances to the Cobb County Zoning Ordinance, for hearing appeals where it is alleged there is error in any order, requirement, decisions, or determined made by an administrative official in the enforcement of any ordinance or resolution adopted under the Cobb County Zoning and Planning Act of 1964.

101.06 BUSINESS LICENSE REVIEW BOARD

The Business License Review Board, appointed by the County Manager, is responsible for considering appeals regarding decisions made by the Business License Division Manager.

101.07 COBB COUNTY CEMETERY PRESERVATION COMMISSION

The Cobb County Cemetery Preservation Commission is responsible for protection, identification, and recommendations with respect to cemeteries within Cobb County. The Cobb County Cemetery Preservation Commission is also responsible for the administration of the Cobb County Cemetery Preservation Ordinance and recommendations regarding cemetery protection and relocation to the Board of Commissioners or Superior Court, as applicable.

101.08 COBB COUNTY HISTORIC PRESERVATION COMMISSION

The Cobb County Historic Preservation Commission is responsible for the recommendation for designation of historic properties and structures. The Cobb County Historic Preservation Commission is also responsible for the administration of the Cobb County Historic Preservation Ordinance and the issuance of Certificates of Appropriateness.

101.09 COBB COUNTY HOMEBUILDERS ADVISORY BOARD

The Cobb County Homebuilders Advisory Board is charged with the duty of review and make recommendations on matters referred to it by the Board of Adjustments and Appeals.

101.10 COBB COUNTY WATER SYSTEM

The Cobb County Water System is responsible for the operation of water and wastewater facilities with the County. The Water System is charged with the enforcement of federal and state water quality and quantity laws. The Water System is comprised of multiple divisions, each responsible for specific duties.

101.10.01 Administration and Agency Director

The Agency Director is responsible for the daily and long-term overall operation of the Cobb County Water System including oversight of the six divisions of the Agency. The Administration Division includes the Office of the Director, Agency Secretarial Staff, Safety Officer, and the Manager of Administration. The Manager of Administration oversees the Personnel Representative, Support Services, Accounting, and Communications.

101.10.02 Customer Service

The Customer Service Division is responsible for meter reading and repairs, billing for services, and resolution of customer problems in relation to their service bill.

101.10.03 Engineering

The Engineering Division is responsible for the design and construction of new infrastructure, infiltration/inflow studies and testing, and maintaining records and mapping of the infrastructure of work performed by private development or contracted through the Water System.

101.10.04 System Maintenance

The System Maintenance Division is responsible for performing all maintenance to the water and sewer mains and appurtenances, as necessary.

101.10.05 Water Protection

The Water Protection Division is responsible for the operation of the water reclamation facilities and pumping stations and performs industrial monitoring to ensure water quality.

101.10.06 Stormwater

The Stormwater Division is responsible for the maintenance of detention/retention ponds, drainage easements, and all other stormwater infrastructure not within the right-of-way and for administering and enforcing the Cobb County Comprehensive Stormwater Management Quantity and Quality Ordinance.

101.11 COMMUNITY DEVELOPMENT AGENCY

Community Development is the development-coordinating agency for Cobb County. It is also responsible for implementing federal and state environmental mandates. It advises the Board of Commissioners and the general public on development and planning issues as they affect the environmental, financial, economic, legal, and social welfare of Cobb County. It has the responsibility to maintain and increase the quality of life in the County as deemed necessary by the Board of Commissioners and County residents.

101.11.01 Administration Division and Agency Director

The Agency Director is responsible for the daily and long-term overall operation of the Cobb County Community Development Agency including oversight of the six divisions of the Agency. The Administration Division includes the Office of the Director, Executive Support Personnel, Personnel Representative, Accounting, and the Subdivision Compliance Administrator.

The Subdivision Compliance Administrator is responsible for review and inspection for compliance with residential subdivision regulations and is charged with enforcement of maintenance and performance construction bonds.

101.11.02 Business License Division

The Business License Division is responsible for collecting appropriate license fees and certain tax monies from businesses operating in the unincorporated area of Cobb County.

101.11.03 Code Enforcement Division

The Code Enforcement Division is responsible for enforcement of the following chapters of the Cobb County Code, as amended from time to time: Chapter 134, Zoning/Sign Ordinance, including issuing of sign permits; and Chapter 102, Solid Waste Ordinance. This division will assist in *issuing citations only* for the following Chapters of the Cobb County Code of Ordinances, after the appropriate department follows through with the proper notification process: Chapter 18, 18-2, Technical Code Violations; Article VI, Housing; Article VII, Mechanical; Article VIII, One and Two Family Dwelling; Article XI, Unsafe Building Abatement; Article XII, Excavating and Trenching; Chapter 50, Article III, Land Disturbing Activities; Article II, Chattahoochee River Corridor Tributary Protection Area; Article VI, Tree Preservation and Replacement; Chapter 54, Fire Prevention and Protection; Chapter 58, Article II, Flood Damage Prevention; Chapter 66, Historic Preservation; Chapter 106, Streets, Sidewalks, and Other Public Places; Chapter 122, Article II, Water and Wastewater System.

101.11.04 Development and Inspections Division

The Building Official shall be the individual who serves as manager of the Development and Inspections Division of the Community Development Agency as designated by the Board of Commissioners in accordance with Section 102.21 of the Standard Building Code, 1994 Edition, and as may be amended from time to time.

The Development and Inspections Division is the umbrella division for the following sections:

- Building Inspections
- Electrical Inspections
- Mechanical Inspections
- Permitting
- Site Inspections
- Site Plan Review
- Structural Plan Review

The **Building Inspections Section** is responsible for the inspections, field verifications, and implementation and enforcement of structural construction of the developments and issuance of the Certificate of Occupancy as per plans approved the Structural Plan Review Section.

The Building Inspections Section is further charged with the enforcement of the following codes and ordinances:

- CABO I & II Family Dwelling Code
- All Individual Standard Codes

The **Electrical Inspections Section** is responsible for the inspections, field verifications, and all electrical related construction facilities.

The Electrical Inspections Section is further charged with the enforcement of the following codes and ordinances.

- National Electrical Code

The **Mechanical Inspections Section** is responsible for the inspections, field verifications, and all HVAC and plumbing related facilities.

The Mechanical Inspections Section is further charged with the enforcement of the following codes and ordinances:

- Standard Mechanical Code
- Standard Gas Code
- Standard Plumbing Code

The **Permitting Section** is responsible for the processing and issuance of all construction related permits.

The Permitting Section is further charged with the enforcement of the following codes and ordinances:

- Permitting ordinance of the Cobb County Code; all permitting sections of each individual Standard and CABO Codes

The **Site Inspections Section** is responsible for implementation and field inspections of plans reviewed and approved, and issuing grading permits. This section is further charged with responsibilities including soil erosion and sedimentation control compliance, infrastructure installation approval, site enforcement and violations, plan compliance, stormwater implementation, and site inspections.

The Site Inspections Section is further charged with the enforcement of the following codes and ordinances:

- Cobb County Development Standards and Specifications with regard to site inspections
- Soil Erosion and Sedimentation Control Ordinance
- Stormwater Quantity Ordinance

The **Site Plan Review Section** is responsible for reviewing, permitting, and inspecting addendum to construction of developments. The responsibilities include scheduling of preliminary site review conferences, site plan review conferences, tree preservation, address assignments, issuance of Land Disturbance Permits, administration of FEMA flood insurance study and maps, review and approval of hydrologic studies including flood models.

The Site Plan Review Section is further charged with the enforcement of the following codes and ordinances:

- Cobb County Development Standards and Specifications
- Flood Damage Prevention Ordinance
- Cobb County Stormwater Quantity and Quality Ordinance
- Sediment and Erosion Control Ordinance
- Metropolitan River Tributary Protection Act

The **Arborist** is responsible for administering and enforcing the Cobb County Tree Preservation and Replacement Ordinance and Land Disturbance Permit approval limited to tree cutting, clearing and/or clearing and grubbing.

The **Landscape Architect** is responsible for the reviewing all site plans for compliance with buffering requirements and any required landscaping plans.

The **Structural Plan Review Section** is responsible for the review, permitting, and inspection of the structural construction of a development. The responsibilities include scheduling of Preliminary Structural Plan Review Conferences, Structural Plan Review Conferences, and approval of permit applications.

The Structural Plan Review Section is further charged with the enforcement of the following codes and ordinances:

- Standard Building Code
- Standard Mechanical Code
- Standard Gas Code
- Standard Plumbing Code
- National Electrical Code with regard to plan review only

101.11.05 Planning Division

The Planning Division is responsible for the development and maintenance of the Cobb County Comprehensive Plan and the Future Land Use Map that includes existing policy and future land use map.

The **Archaeologist** position has been privatized by the Board of Commissioners. The group or individual selected for the archaeologist position is responsible for site and plan review comments relating to archaeological and cemetery issues.

The **Historic Preservation Planner** is responsible for reviewing all applications for zoning change; site plan approval, variance, and land use permits for impact on historic sites and documented archaeological sites. The Historic Preservation Planner also reviews all applications for certificates of appropriateness for properties listed on the Cobb County Register of Historic Places or within a local historic district. The Historic Preservation Planner is also responsible for administration and enforcement of the Cobb County Historic Preservation and Cemetery Preservation Ordinances. Additionally, the Historic Preservation Planner is the County liaison to the Cobb County Historic Preservation Commission.

101.11.06 Zoning

The Zoning Division is responsible for overseeing the zoning process and site plan compliance for specific sites, as well as maintaining and updating the Cobb County Zoning Ordinance.

101.12 COUNTY MANAGER

The County Manager is the lead administrative official responsible for the operation of Cobb County Government. The County Manager is also responsible for hearing appeals from decisions made by Agency Directors.

101.13 DEPARTMENT OF COMMUNITY AFFAIRS

The Department of Community Affairs is the State agency responsible for the administration, oversight, and review of local building codes, Certification of Qualified Local Governments under the Georgia Planning Act, and is primarily responsible for processing recommendations for Developments of Regional Impact and Regionally Important Resources and properties subject to the Georgia Mountain and River Corridor Protection Act.

101.14 DEPARTMENT OF TRANSPORTATION

The Department of Transportation is responsible for the planning, design, construction, operation, and maintenance of the County's transportation infrastructure including CCT and McCollum Airfield.

101.14.01 Department of Transportation Agency Director

The Agency Director is responsible for administrative functions performed by staff in the Director's office, transportation planning, development review, and construction management. The Agency Director also supervises the managers of DOT'S four additional divisions: Aviation, Engineering, Operations, and Transit.

101.14.02 Aviation Division

The Aviation Division manages the operations, maintenance, and development of Cobb County Airport-McCollum Field in a safe and efficient manner and in compliance with federal rules and regulations, to serve the general aviation transportation needs of the community and contribute to the economic development of Cobb County.

101.14.03 Engineering Division

The Engineering Division is responsible for all engineering and surveying services, as well as all right-of-way operations.

101.14.04 Operations Division

The Operations Division is responsible for the maintenance of roads, bridges, rights-of-way, sidewalks, and drainage structures belonging to Cobb County, along with the implementation, management, and maintenance of traffic control on County roads. These efforts are accomplished on a day-to-day basis, as well as in emergency situations.

101.14.05 Transit Division

The Transit Division contributes to the economic development of the County and to the mitigation of growing traffic congestion, air pollution, and commuting costs through a marketing program that encourages maximum use of public transit and paratransit services, which are provided at a reasonable cost to the County.

101.15 DEVELOPMENT PLAN REVIEW COMMITTEE

The Cobb County Development Plan Review Committee consists of a representative of all agencies/departments/divisions involved in the development process.

Community Development Agency
Department of Transportation
Fire and Emergency Services
Office of Environmental Health
Water System

101.16 ENVIRONMENTAL PROTECTION AGENCY

The Environmental Protection is the federal agency involved with environmental review assessment and comments on development and CERCLA.

101.17 FIRE AND EMERGENCY SERVICES

Fire and Emergency Services is a division of the Public Safety Agency, which is responsible for ensuring that construction complies with all State fire laws.

101.18 OFFICE OF ECONOMIC DEVELOPMENT

The Office of Economic Development is responsible for the administration of economic incentives to attract quality business development within unincorporated Cobb County.

101.19 OFFICE OF ENVIRONMENTAL HEALTH

The Office of Environmental Health is a division of the Cobb County Health Department, which is responsible for the enforcement of all State health codes, including on-site sewage management systems and health related issues and permitting.

101.20 PLANNING COMMISSION

The Planning Commission is appointed by the Board of Commissioners and is responsible for the development of the zoning ordinance, official map, Comprehensive Plan, subdivision regulations, and approval of plats of subdivisions.

101.21 STATE AGRICULTURAL DEPARTMENT

The State Agricultural Department is the State Agency responsible in part for review and approval of any cooking process.

101.22 STATE ENVIRONMENTAL PROTECTION DIVISION

The State Environmental Protection Division is the State agency under the Department of Natural Resources responsible for the administration, regulations and permitting under the Federal Clean Air Act, Federal Clean Water Act, and Title 12 of the Official Code of Georgia.

101.23 STATE PRESERVATION DIVISION

The State Preservation Division is the State agency responsible for the review, comments, and protection of eligible and designated historic sites.

101.24 U.S. ARMY CORPS OF ENGINEERS

The U.S. Army Corps of Engineers is the Federal agency responsible for the administration, regulation and protection of Section 404 Wetlands permits under the Federal Clean Water Act.

102 DEVELOPMENT REVIEW PROCESS

102.01 GENERAL

When someone desires to conduct land-disturbing activities, it is necessary to submit site construction documents for review. Cobb County generally does not require a Land Disturbance Permit for individual residential building lots. However, all other forms of land disturbing activities do require such permits. The Site Plan Review Section of the Community Development Agency coordinates the review and approval process for all site construction documents submitted to Cobb County for permitting under this section. It is important that all information requested on the application for plan review is completed. The failure to complete or provide all information may result in delays and/or the requirement of resubmittal of an application. Acceptance of plans by Cobb County shall not constitute or guarantee any rights unless such plans are prepared in accordance with the Development Standards. It is the responsibility of the applicant to ensure the completeness and accuracy of the plans. In the event an application is determined by staff to contain false or misleading information, any permit issued hereunder may be revoked or suspended with penalties assessed. For permitting a structure, a structural plan submittal is necessary as provided in Section 102.04 herein.¹ Additionally, it is advisable that an applicant obtains a sewer availability letter prior to commencing the permitting process. These are several permits/approvals that may not require full review of the development review process. Those permits/approvals and general information regarding the procedure to obtain the permits/approvals are set forth in Section 103.

102.02 PRE-APPLICATION CONFERENCE

The One Stop Development Process provides the development community the opportunity to meet with representatives from each agency/department/division prior to the production of construction documents in order to obtain data critical to the design of the project. The Pre-Application Conference is scheduled through the Site Plan Review Section for each Thursday. The request for a Pre-Application Conference may be made by applying to the Site Plan Review Section by 4:30 p.m. on Wednesday of the preceding week. Appointment times will be assigned upon a submittal with a properly completed application.

The following information will be required at the time the Pre-Application Conference appointment is requested:

- A preliminary or conceptual site layout plan, if available
- Location of project site:
 - ✓ Tax Parcel or Street Address
 - ✓ District
 - ✓ Land Lot(s)
- Name contact person
- Telephone number where the contact may be reached
- Number of people to attend conference, their names and company affiliation
- The general nature of the information sought from Cobb County agencies/department/divisions
- Type of project being considered

¹ For certain restoration or remodeling projects and where a site's impervious surface is not increased or altered and where the size and location of the structure is not altered, a Land Disturbance Permit may not be required

102.03 APPLICATION FOR SITE PLAN REVIEW

Construction documents submitted for Site Plan Review must be presented to the Site Plan Review Section of the Community Development Agency no later than 4:30 p.m. on Wednesday of the week preceding the week of which a Plan Review Conference is desired. Plan Review Conferences are scheduled for every Thursday. Three sets of plans, no larger than 30" x 42", must be provided with one copy of a hydrology study. "Black-lined" prints are requested to facilitate scanning of the plans. One set of plans may be eliminated if a compact disc is submitted with tiff files prepared at a resolution of no more than 200 dpi. An individual shall be required to make application on a form provided by the Community Development Agency and to provide the following documents/information:

- An approved preliminary plat (for residential projects)
- Satisfactory results of a fire flow test
- Verification of Erosion/Sediment Control Certification
- An approved method of sewage disposal
- Satisfactory intersection sight distance as approved by the Cobb County Department of Transportation.
- A plan for proper disposal of waste as defined by O.C.G.A. 16-7-51(6), et seq., and as may be amended from time to time, from the clearing and grubbing of trees and vegetation.

All site construction documents, hereafter the "Plan Review Copy", for approval should include the following drawings:

<u>Document</u>	<u>Section</u>
Preliminary Plat or Plan	107.02
Grading/Drainage Plan	107.03
Storm Drainage Profiles	107.04
Soil Erosion/Sediment Control Plan	107.05
Landscape/Tree Planting Plan	107.06
Water Layout Plan	107.07
Sanitary Sewer Plan	107.08
Sanitary Sewer Plan/Profiles	107.09
Intersection Site Distance Plan	107.10
Street Plan/Profiles	107.11
Construction Details	107.12
Hydrology Report	107.13

The actual requirements for each of the drawings described above are as set forth further in these Standards.

The maximum allowable size for construction plans shall be 30" x 42". The preparation of construction plans shall include all the applicable information outlined in the Development Standards. The Site Plan Review Section of the Community Development Agency maintains a list of names of staff that assist in the review and approval of the site design plans. Each County Agency/Department/Division involved in the review and approval process can provide a list of data required for complete compliance with the Development Standards.

102.03.01 Site Plan Review Conference

Each project submitted for review is allotted a 30-minute appointment on the Thursday assigned for review before the Plan Review Committee. Appointment times will be scheduled on a first come, first serve basis; however, an effort will be made to schedule consecutive appointments for an applicant's convenience. Comments and recommendations will be discussed during the scheduled meeting. Should any agency/department/division determine that insufficient information, detail, or design is provided; a project may be required to be resubmitted for a later date. Once documents are resubmitted, an appointment will be rescheduled.

102.03.02 Project Approval

Following completion of the Site Plan Review Conference, an individual shall be required to incorporate all comments and recommendations into a revised set of site plans. Cobb County offers two approval process methods by which a Land Disturbance Permit may be obtained. These are the One Stop Approval Conference and walk-through approval. Both of these are described below. Under either method, eight sets of amended site construction plans must be presented to the individual County Agency/Department/Division for approval and sign-off. Additionally, two copies of the amended hydrology study must be submitted to the Stormwater Management Division and to the Site Plan Review Section. The amended plans must be accompanied by the red-line "Plan Review Copy" of the plans and by the package of comments returned by each agency/department/divisions. Additionally, the agency/department/division shall evidence its approval by signature on the plans. Should these projects fall outside the jurisdictional boundaries of a Cobb County Agency/Department/Division such as Fire, Water, or Sewer, those jurisdictions' approval must be shown on the face of the documents. Upon receiving approval from all agencies/departments/divisions and affected outside jurisdictions, the applicant is granted a Land Disturbance Permit.

102.03.02(A) One Stop Approval Conference

The One Stop Development Procedure provides the opportunity to obtain the signatures of all agency/department/division representatives at one location at a specified time. Requests for appointments for the Resubmittal Conference may be made with the Site Plan Review Section no later than 12:00 p.m. on Friday of the preceding week. Appointment times will be scheduled on a first come, first serve basis. Appointments will be confirmed between 1:00 p.m. and 2:00 p.m. that day for appointments scheduled for the following Monday. The following information will be necessary at the time the request is made for an appointment:

- Project name and Cobb County project number (assigned during the review process)
- Name of contact and telephone number for confirmation
- Name of person to attend the Approval Conference

Appointments will be assigned in 15-minute increments. Some waiting may be anticipated depending on the scope and scale of the projects scheduled earlier. It is important that all parties adhere to the scheduled times to minimize the time necessary to obtain the permit once the plans have begun to be processed. Applicants should make every effort to provide all pertinent

information to staff as needed; otherwise this creates delays in the approval process. Cancellations or postponements may require that the plans be approved at a later date by each agency/department/division. This will require each individual agency/department/division to review and approve plans by scheduled appointments only.

102.03.02(B) Walk-Through Approval

Projects that are large in scope, those that require specific impact studies, those that contain environmental, historical, or archaeologically sensitive areas are not normally appropriate for the One Stop Approval Conference. (However, these projects may be scheduled if all agencies/departments/divisions are satisfied that all requirements have been met for construction to be permitted. Every attempt will be made to ensure that no project will be scheduled for the Resubmittal Conference that has not met these requirements.) It is the responsibility of the party seeking final approval to ensure that these conditions have been satisfied. For walk-through approvals, appointments should be scheduled with each individual agency/department/division on any business day.

102.03.03 Land Disturbance Permit

Upon receiving approval as outlined above in Section 102.03, a Land Disturbance Permit shall be issued. This permit will allow the applicant to install sediment and erosion control measures shown on the soil erosion/sediment control plan. Some minimal clearing may be required to complete the installation of these devices.

102.03.04 Grading Permit

When soil erosion/sediment control devices have been properly installed, the Site Inspector shall issue a grading permit to the applicant or his/her designee. (Site Inspections Section)

102.04 APPLICATION FOR STRUCTURAL PLAN REVIEW

A Structural Plan Review should be conducted after the grading permit is obtained. As discussed in Section 102.01, a Structural Plan Review may not be necessary in all instances. An application for any type of structural plan review must be filed on the proper form provided by the Structural Plan Review Section of the Development and Inspections Division of the Community Development Agency. The application generally shall include the following:

102.04.01 For Review Only

- The applicant must obtain an appropriate property address from the Site Plan Review Section of The Development and Inspections Division of the Community Development Agency.
- Site Plan Review must verify existing addresses in the project vicinity by field observation.
- Evidence of compliance with Architectural Standards of the American with Disabilities Act of 1990, and as may be amended from time to time.
- Four sets of building plans, as set forth in Section 108.

102.04.02 For Review and Permit

- An approved site plan, as set forth in Section 107.02.
- Cobb County Land Disturbance Permit number.
- Evidence satisfactory to the Business License Division of a valid business license under Georgia law and County requirements.
- Cobb County Contractor's License Number.
- Cobb County Code Compliance Bond in the amount of \$10,000 for any building permits.

- Evidence of payment of water and sewer permits (fees).
- Evidence of Fire and Life Safety Code plan requirements, as set forth in Section 108.01.

The following is a list of structural permits and references to requirements of the Structural Plan Review Process:

<u>Permit</u>	<u>Section</u>
Alteration Permit	108.08
Apartment and Condominium Permit	108.05
Demolition Permit	108.15
Fast Track Permit	108.10
Fee Simple Townhouse Permit	108.06
Fire Damage Repair Permit	108.11
Food Service Permit	108.18
Free Standing Building/Addition Permit	108.09
Free Standing Sign Permit	108.13
Mobile Home Permit	108.20
Personal Care Home Permit	108.19
Residential Accessory Structure Permit	108.04
Satellite Dish Permit	108.12
Single Family/Residential Permit	108.03
Structural Retaining Wall Permit	108.17
Swimming Pool Permit	108.16
Temporary Tent Permit	108.14
Tenant Space/Finish Permit	108.07
Tourist Court Permit	108.21

Following review and approval, the Structural Plan Review Section and Fire Marshal may issue a Free Standing Building Permit. All structural plans, except Single Family Free Standing Structures and accessory structures, will be reviewed by the Cobb County Fire Marshal and the Structural Plan Review Section of the Development and Inspections Division of the Community Development Agency. Drawings are reviewed on an appointment basis by each agency/department/division, see Section 108 Structural Plan Review Documents. Plans will be considered for review only after a grading permit has been obtained for the site-related construction. A Pre-Application Conference is recommended and may be arranged prior to the issuance of the grading permit.

102.05 EXPIRATION OF APPROVAL

If all construction activity has been discontinued for a period of six months, discontinued shall mean not obtaining a permit which is required in the logical sequence of development, a new permit will be required to continue the project and approval of such construction will be subject to the most current provision of the Cobb County Development Standards and Technical Specifications.

102.06 PLAN REVISIONS/AMENDMENTS

Upon approval of plans, the applicant's project will be inspected for conformance to the approved plans. Inspectors are not authorized to approve field changes that expand, relocate, or delete the construction as described on the approved site plans. Should such changes be desired or made necessary as a result of field conditions, the design engineer should contact the Site Plan Review Section to coordinate

approval of the appropriate revision. A minimum of six sets of revised sets of revised site plans must be presented for approval. If the hydrology study has also been revised, two copies must be provided. The agency/department/division whose approval is necessary for the change must be contacted individually for an appointment or a One-Stop Approval Conference may be scheduled, if deemed appropriate.

Resubmittal of amendments or revisions must clearly identify the changes or revisions desired. **Field changes by the applicant require as-builts to be submitted by the design engineer to the Site Plan Review Section for approval prior to final plat approval.**

Drawings that are submitted for revision must specifically identify those areas that are to be considered for review and approval. The revisions should be noted in tabular form in the revision block on the drawings, similar to that shown below. Any time not included in the revision block will not be considered approved even though shown on plans.

REVISION NUMBER	DESCRIPTION OF REVISION	DATE OF REVISION
1		
2		

102.7 TRANSFER OF DEVELOPMENT RIGHTS UNDER PERMIT

Cobb County allows a permit to be transferred from one person/entity to another. Notification of ownership change shall be the responsibility of the recipient.

102.8 VESTING OF RIGHTS UNDER PERMIT

No permit obtained by virtue of incorrect, incomplete, or because of willful or intentional misrepresentation of any fact shall grant the holder thereof any vested rights regardless of when discovery of such error or misrepresentation is discovered.

102.09 SINGLE BUILDING PERMIT

The One Stop Development Process initiated the consolidation of the previous method of issuing a building permit with four supplemental permits. The Single Permitting Process applies to residential and non-residential construction alike. Permits may be obtained only if the builders or contractors can demonstrate that the building site is prepared for the proposed building construction and meets all appropriate development standards and specifications.

103 DEVELOPMENT PERMIT/APPROVALS

Development Permit	Staff	REFERENCE DOCUMENT
103.01 Administrative Variance	Zoning Division	134-35 Zoning Ord.
103.02 Aesthetic Sign Post Permit	DOT	Dev. Stds. 401.19
103.03 Americans with Disabilities Act (ADA)	Dept. of Justice	
103.04 Borrow/Fill Permit	Site Plan Review Section/Zoning Division, Water System, DOT	O.C.G.A. 12-7-1; Cobb County Code 122-120; 122-123
103.05 Burial Disturbance Permit	Zoning Division Cemetery Pres. Comm. Historic Pres. Planner	O.C.G.A. 36-72-1; Cobb County Code Section 26-31
103.06 Certificate of Appropriateness	Historic Pres. Comm. Historic Pres. Planner	O.C.G.A. 44-10-28; Cobb County Code Section bb, Article IV
103.07 Certificate of Occupancy	Permitting Section, Chief Building Official's Office, Fire Marshal	Cobb County Code 3-6-20
103.08 Chattahoochee River Development Certificate	Zoning Division	O.C.G.A. 12-5-44; Cobb County Code 134-284
103.09 Construction and Sales Office Permit	Zoning Division	134-38 Zoning Ord.
103.10 Conversion of Single Family Residence to Group Day Care Home/Day Care Center	Fire Marshal, Structural Plan Review, Health Dept., Water System	O.C.G.A. 25-2-14
103.11 Dam Permit	Site Plan Review Section, Dept of Natural Resources, Stormwater Mgmt. Division of Cobb County Water System	O.C.G.A. 12-5-37D; Dev. Stds. 418
103.12 Demolition Permit	Permitting Section, Fire and Emergency Services, Water System, Historic Pres. Planner	Cobb County Code 122-120; 122-123; 122-124; Section bb, Article V

Development Permit	Staff	REFERENCE DOCUMENT
103.13 Development of Regional Impact	Zoning Division, Planning Division, Dept. of Community Affairs, Atlanta Regional Commission	O.C.G.A. 50-8-1
103.14 Driveway Permit	DOT, Zoning Division	Dev. Stds. 402
103.15 Explosive Permit	Fire and Emergency Services	Dev. Stda. 103.15
103.16 Fast Tract Permit	Permitting Section, Development Review Committee	Dev. Stds. 102
103.17 Flood Damage Prevention Permit	Site Plan Review Section	Cobb County Code 3-14-1
103.18 Food Service Establishment Permit	Office of Environmental Health	Dev. Stds. 103.18
103.19 Footing Survey	Permitting Section	Dev. Stds. 103.19
103.20 Free Standing Building/Addition Permit	Permitting Section, Structural Plan Review Section, Site Plan Review Section, Zoning Division, Fire and Emergency Services	Dev. Stds. Section 102, 107, 108.09
103.21 Georgia Mountain and River Corridor Act	Site Plan Review Section, Zoning Division	Cobb County Code 134-283
103.22 Grading Permit	Development Review Committee, Site Inspections	Dev. Stds. Section 102; O.C.G.A. 12-7-1; 3-6-106
103.23 House Moving Permit	DOT, Code Enforcement Division, Zoning Division, Board of Commissioners, Water System	Zoning Ord. 134-276; Cobb County Code 122-120; 122-123
103.24 Industrial Wastewater Discharge Permit	Water System	Cobb County Code 122-184 thru 122-193

Development Permit	Staff	REFERENCE DOCUMENT
103.25 Land Disturbance Permit (Including Street Addressing)	Development Review Committee	Dev. Stds. Section 102; 401.19 O.C.G.A. 12-7-1; Cobb County Code 3-22.5A; 3-14-1
103.26 Land Use Permit	Zoning Division	Zoning Ord. 134-36
103.27 Mobile Home Permit	Zoning Division, Water System	Zoning Ord. 134-38
103.28 Model Home Permit	Director-Community Development Agency, Zoning Division, Water System	Dev. Stds. Section 103.28
103.29 NPDES Permit	EPD, Stormwater Division	Cobb County Code Chapter 50, Environment Chapter 122 UTIL GA 00000002 NPDES- NPS
103.30 On-Site Management System	Office of Environmental Health	Cobb County Code
103.31 On-Site Sewage Management System Repair Permit	Office of Environmental Health	Cobb County Code
103.32 Permanent Road Closure Permit	DOT, Fire Marshal	Cobb County Code
103.33 Personal Care Home	Fire and Emergency Services, Office of Environmental Health, Zoning Division Water System	O.C.G.A. 31-7-12; Zoning Ord. 134-36
103.34 Regionally Important Resources	Zoning Division, Planning Division, Dept. of Community Affairs, Atlanta Regional Commission	O.C.G.A. 50-8-1
103.35 Satellite Dish Permit	Zoning Division, Permitting Section	Dev. Stds. 108.12; Zoning Ord. 134-274

Development Permit	Staff	REFERENCE DOCUMENT
103.36 Sewer Tap Permit	Water System	Cobb County Code 122-111; 122-118; 122-82; 122-83; 122-84
103.37 Sign Permit	Permitting Section	Sign Ord. 3-6-20
103.38 Site Plan/Stipulation Amendment	Zoning Division	Zoning Ord. 134-126
103.39 Special Exception Use Permit	Zoning Division	Zoning Ord. 3-28-16.5
103.40 Special Hazard Building Permit	Fire and Emergency Services	O.C.G.A. 25-2-13
103.41 Special Land Use Permit	Zoning Division	Zoning Ord. 134-37
103.42 Storage Tank Removal Permit	Fire and Emergency Services	O.C.G.A. Title 25; NFIPA Standard 30
103.43 Storage Tank Installation Permit	Fire and Emergency Services, Structural Plan Review Section	O.C.G.A. Titles 8 and 25; National Electrical Code
103.44 Stormwater Waulity/Quantity Permit	Stormwater Division	Dev Stds. 409-02; 409-03; 418-0; 418-02 Cobb County Code 50-102 thru 50-195
103.45 Structural Retaining Walls Permit	Site Plan Review Section, Water System	Dev. Stds. Section 108-17; 418.01; 418.02 Cobb County Code 122-120; 122-123
103.46 Swimming Pool Permit	Office of Environmental Health, Water System	Cobb County Code 3-26-48; 3-26-50; 3-26-53
103.47 Swimming Pool Discharge Permit	Water System	Dev. Stds. 421
103.48 Television, Land Mobile, Communications, Microwave and Radio Transmission Antennae and Tower Permit	Zoning Division	Zoning Ord. 3-28-16.7
103.49 Temporary Road Closure Permit	DOT, Fire Marshal	Cobb County Code
103.50 Temporary Tent Permit	Zoning Division, Structural Site Review Section, Fire Marshal	Cobb County Code 3-26-48; 3-26-51; 3-26-92

Development Permit	Staff	REFERENCE DOCUMENT
103.51 Tenant Space/Alteration Permit	Zoning Division, Structural Site Review Section, Water System	Dev. Stds 108.07
103.52 Tourist Court Permit	Zoning Division	Dev. Stds. 108.21
103.53 Tree Clearing Permit	County Arborist, Site Review Division, Water System	Cobb County Code 122-120-; 122-123
103.54 Trenching/Excavation Permit	Structural Plan Review Section	Dev. Stds. 103.55 Cobb County Code 3-6-144
103.55 Utilities Permit	DOT Development Review Section, Water System Engineering Division	Dev. Stds. 103.36, 422
103.56 Water Impoundment Permit	Office of Environmental Health, Ga. Dept. of Human Resources	O.C.G.A. 88-107, et seq.
103.57 Water Tap Permit	Water System	Cobb County Code 122-111; 122-83; 122-118; 122-84
103.58 Water and Sewer Construction Approval	Water System	122-26, et seq.

There are a variety of permits/approvals that Cobb County requires depending on the type of development that may occur. The following below briefly describes the permits/approvals. For additional requirements, please refer to the applicable ordinances and technical specifications.

103.01 ADMINISTRATIVE VARIANCE

Authorization from the Zoning Division Manager to administratively vary nonconforming setback lines or lot size when such nonconformity does not exceed 25% of the existing requirement, was previously conforming, limited to the existing zoning classification, and is the result of a condemnation by any condemning authority or donation of property.

In the event the County or any other lawfully constituted State or Federal governmental authority, agency or body, or utility having the authority of eminent domain condemns property which, as the sole result of such condemnation, creates nonconformity in setback lines or required lot size, the Zoning Division Manager or his/her designee shall be authorized to grant such administrative variances as are necessary to bring the property into conformance upon receipt of a properly documented request. Any variance granted hereunder may not exceed 25% of the existing requirements without application to the Board of Zoning Appeals. Said property must be legally conforming prior to such acquisition in order to qualify for an administrative variance. The Zoning Division Manager or his/her designee shall be required to maintain records that support the basis

for granting such variance. Any variance granted hereunder shall only apply to the current zoning district and use. In addition, the Zoning Division Manager or his/her designee shall file a certificate of administrative variance on the deed records of Cobb County, Georgia, evidencing such variance. This shall only apply to property acquired by an authority exercising eminent domain after December 31, 1990.

103.02 AESTHETIC SIGN POST PERMIT

Authorization must be obtained from the Cobb County Department of Transportation to install and maintain aesthetic sign posts. An application is made with the Department of Transportation with approval generally being obtained in two working days. An appeal lies with the Director.

103.03 AMERICANS WITH DISABILITIES ACT (ADA)

Evidence submitted by a registered architect or engineer representing the owner/developer that plans or structures are in conformance with the Americans with Disabilities Act and the Architectural Barrier Act. Please note, Cobb County does not have enforcement or inspection authority under the Americans with Disabilities Act. Enforcement and interpretation is reserved to the Department of Justice.

103.04 BORROW/FILL PERMIT

Authorization must be obtained from the Zoning Division and the Site Plan Review Section of the Development and Inspections Division of the Community Development Agency to conduct soil and material borrowing and filling operations from one property to another. If the proposed grading requires removal of or filling in of 100 cubic yards or less, no permit shall be required if the property is not subject to and subordinate to federal, state and local regulations such as MRPA, MTRPA, NEPA, FEMA, Sedimentation Control Act and may be adopted or amended from time to time. No permit to borrow or waste soil shall be granted for any parcel of land, unless the plans presented are pursuant to a development plan for use of the property in conformance with the existing zoning. This permitting requirement shall apply to the cumulative impact of all grading operations involving the relocation of more than 100 cubic yards of non-hazardous, inorganic materials, or affecting more than 20,000 square feet of land area. **When a borrow/fill permit is required, it shall be subject to and subordinate to other federal, state and local regulations such as MRPA, MTRPA, NEPA, FEMA, and Sedimentation Control Act and may be adopted or amended from time to time.**

For each affected property involving more than 100 cubic yards of fill located within Cobb County's jurisdiction the following must be filed and approved prior to commencing borrow/fill activities:

- Boundary survey as set forth in Section 107.01
- Topographic survey with a scale no smaller than 1" = 100'
- The survey must show topography at two foot contour intervals based on mean sea level datum
- A delineation of floodplains/wetlands/cemeteries/historic sites/natural features within the property boundaries (including drainage channels, bodies of water, tributaries showing state mandated buffers and wooded areas)
- All sanitary sewer easements
 - Plan and profile of existing sanitary sewer lines, showing existing cover and proposed cover
 - All water mains and appurtenances
 - Grading plan superimposed
 - Soil erosion/sedimentation control plan as defined in Section 107.05

- The construction exit location must be shown and the designer must certify that the required sight distance is available from the construction exit.
- Mitigation plan including provision for replanting and stabilization of the site

The borrow/fill operations shall be subject to inspection and enforcement as any other Land Disturbance Process and Plan Review.

103.05 BURIAL DISTURBANCE PERMIT

Authorization must be obtained from the Cemetery Preservation Commission and Board of Commissioners to disturb or relocate a cemetery pursuant to O.C.G.A. 36-72-1, et seq., and the Cobb County Cemetery Preservation Ordinance. An application, along with evidence of ownership, a genealogical report, plan for relocation, mitigation report, and survey, are filed with the Zoning Division of the Community Development Agency. The staff sets a hearing before the Cobb County Cemetery Preservation Commission who must then render a recommendation within 60 days to either the Board of Commissioners or the Superior Court (depending on whether or not a public agency is involved). A de novo appeal is allowed before the Superior Court within 30 days of a decision.

103.06 CERTIFICATE OF APPROPRIATENESS

Authorization must be obtained by the Cobb County Historic Preservation Commission and the Board of Commissioners, following a public hearing to alter or modify a historic structure or property under the provisions of the Cobb County Historic Preservation Ordinance. An application is filed with the Historic Planner in the Planning Division of the Community Development Agency. An appeal by writ of certiorari lies with the Superior Court of Cobb County. This certificate is only required of local register sites.

103.07 CERTIFICATE OF OCCUPANCY

Authorization must be obtained from the Building Official of the Development and Inspections Division of the Community Development Agency after approval from the Fire Official, if required to occupy or use residential or nonresidential structures. Cobb County has adopted the procedure set forth in Section 103.9 of the Standard Building Code, 1994 Edition, and as may be amended from time to time, for issuance and enforcement of Certificates of Occupancy.

103.08 CHATTAHOOCHEE RIVER DEVELOPMENT CERTIFICATE

Authorization must be obtained in the form of a certificate from the Atlanta Regional Commission and the Cobb County Board of Commissioners to develop property located within 2,000 feet of the Chattahoochee River under the provisions of the Metropolitan River Protection Act - M.R.P.A.

An application is made through the Zoning Division of the Community Development Agency, which is forwarded to the Atlanta Regional Commission for review and decision. The normal process takes three 3 months to complete.

102.10 CONSTRUCTION AND SALES OFFICE PERMIT

Authorization must be obtained from the Zoning Division to construct or install a construction or sales office. An application for permit is filed with the Zoning Division of the Community Development Agency. Approval can generally be obtained from the Zoning Division Manager or his/her designee within two days. An appeal lies with the Board of Zoning Appeals.

103.10 CONVERSION OF SINGLE FAMILY RESIDENCE TO GROUP DAY CARE HOME/DAY CARE CENTER

Authorization must be obtained from the Department of Human Resources, Structural Plan Review Section, Building Inspections Section, Zoning Division, Fire Marshal, Water System, and Health Department to convert a single-family residence to a Group Day Care Home/Day Care Center. Approval can generally be obtained from the Structural Plan Review Section within 30 days. An appeal lies with the Board of Zoning Appeals.

103.11 DAM PERMIT

Authorization must be obtained from the Site Plan Review Section of the Development and Inspections Division of the Community Development Agency, Stormwater Management Division of the Cobb County Water System, and the Georgia Department of Natural Resources to construct or maintain a dam (see Section 418 of the Technical Standards by which construction of dams is controlled).

103.12 DEMOLITION PERMIT

Authorization must be obtained from the Permitting Section to demolish a non-historically designated and not otherwise requiring local, state, or federal environment compliance approval structure or building. An application is made with the Structural Plan Review Section of the Development and Inspections Division of the Community Development Agency. Approval can generally be obtained the same day of application. An appeal lies with the Building Official.

Application must be made to the Water System for termination of water service prior to demolition. Also, the property owner is responsible for having the sanitary sewer service connection terminated at the right-of-way or edge of easement and plugged with a glue joint cap.

103.13 DEVELOPMENT OF REGIONAL IMPACT

Authorization must be obtained from the Department of Community Affairs of the State of Georgia to proceed with a development of regional impact, which exceeds the thresholds defined by DCA. Submissions should be made through the Zoning Division of the Community Development Agency and are circulated for comment to the constituent members of the Atlanta Regional Commission.

103.14 DRIVEWAY PERMIT

Commercial drives are approved as part of the land disturbance permit process. No separate drive permit is issued. Access to state roads require a Georgia Department of Transportation Encroachment Permit. Residential drives from a Cobb County Road requires authorization from Cobb DOT Operations as part of the street addressing approval process. Approval can generally be obtained in one week. Access to state a road requires a Georgia Department of Transportation Encroachment Permit.

103.15 EXPLOSIVE PERMIT

Authorization must be obtained from the Fire and Emergency Services Division of the Public Safety Department to use explosives. An application is made with the Fire and Emergency Services Division of the Public Safety Department. Approval can generally be obtained the same day. An appeal lies with the Fire Chief/Fire Marshal.

103.16 FAST TRACK PERMIT

Authorization must be obtained from the Permitting Section to begin construction for footing and foundations before the final Free Standing Building Permit can be issued. An application, as required in Section 102, is made with the Permitting Section of the Development and Inspections Division of the Community Development Agency. Approval can generally be obtained the same day. An appeal lies with the Building Official.

103.17 FLOOD DAMAGE PREVENTION PERMIT

Authorization must be obtained from the Site Plan Review Section to allow limited development within and contiguous to floodplain under the following criteria:

- In order to determine that the proposed use conforms to the requirements of this ordinance, the permit for such construction will be issued subject to a plan prepared by a registered professional engineer.
- The applicant must furnish complete and sufficient plans, specifications, hydrological and engineering studies or data necessary to support the following required documents or drawings:
- Grading, replanting and drainage plans; proposed temporary and permanent drainage and sedimentation control structures and facilities; complete hydrologic studies based upon the level of the regulatory flood; a determination of the channel cross-section area required to carry the affected stream at the 100-year flood stage level; complete hydrologic studies to evaluate the total effects a development under review may have upon affected drainage facilities and systems.
- A written agreement to limit use and development in accordance with the approved plans and specifications may be required by the Director of Community Development or his/her designee.
- No use shall be permitted if the proposed use, in conjunction with all other uses permitted, should raise the water surface elevations of the base flood. An applicant for such land use will be required to furnish specific information as to the effect of his proposed application on flood control heights.
- For a permit to be issued, hydrologic studies must demonstrate that the proposed filling or grading within a flood hazard area would not overload the capacity of the channel downstream or increase flood stages upstream. There must also be evidence that equivalent flow and storage capacity is provided for and maintained by suitable improvements. In addition, if the studies and examination show that the proposed development or building would increase runoff so as to create a flood hazard, then the permit shall be conditioned to require storage and release mechanisms such that rainwater from impervious areas will enter the stream at the same rate as was characteristic of the unmodified site. No building permit shall be granted until all permitting conditions have been met.

All buildings located within or adjacent to a flood hazard area shall:

- Be constructed so that the lowest point, including basement, crawl space and foundation wall, is located a minimum of three feet above the base flood elevation, and as may be amended from time to time;
- Finished lowest floor elevations shall be shown, referenced to NGVD, on all plans for structures located within or adjacent to a flood hazard area;
- Flood-proofing levels will be shown on all plans for new or renovated structures located within a flood hazard area. Flood-proofing plans must be certified by a registered professional engineer;
- Construction in or adjacent to Special Flood Hazard Zone A will require establishment of base flood elevation by a registered professional engineer in addition to the above conditions;
 - On structures elevated above the base flood, the lowest horizontal structural member, or part thereof, shall be positioned not less than one foot above the base flood elevation. (Supported columns without cross bracing are excluded.)

- No relocations or realignments of river and stream channels shall be allowed which result in an increase of flood elevation either upstream or downstream of the relocation or realignment of any property under different ownership, which is adjacent to the relocation, or realignment. Provisions must be incorporated in the proposal to ensure that adequate stabilization will be provided for the altered watercourse. Adjacent governmental entities and the Georgia Department of Natural Resources must be notified prior to any alteration or relocation of a watercourse, and evidence of such notification submitted to FEMA. Documents in the form of backwater analysis using methods used by FEMA must be submitted to Cobb County.
- Structures shall be designed to prevent flotation, collapse, and damage to nonstructural elements.
- The location, design, elevation, and construction of all public utilities and facilities, such as sewer, gas, electrical, water systems, and streets, shall be in such a manner as to minimize or eliminate damage by flooding. Unless a variance is granted, both newly constructed public and private roadways except those requiring a state or federal permit or replacement shall be constructed not less than three feet above the base flood elevation measured at the center line of the road. Roadways shall not be deemed to include a driveway that services only one residence, structure, or property. Newly constructed bridges shall be constructed such that the bottom cord of the lowest horizontal structural member is not less than one foot above base flood.
- All developments for manufactured homes must meet the specific requirements of the Flood Damage Prevention Ordinance. Appeals and variances must be submitted to the Board of Zoning Appeals within 30 days. For additional information see the Flood Damage Prevention Ordinance.

103.18 FOOD SERVICE ESTABLISHMENT PERMIT

Authorization must be obtained from the Office of Environmental Health to operate a food service establishment and signify satisfactory compliance. An application, as presented in 290-5-14, Rules and Regulations for Food Service, Cobb County Board of Health as may be amended from time to time, is made with the Office of Environmental Health, Cobb County Health Department. Approval can generally be obtained within 30 days. An appeal lies with the Cobb County Board of Health.

103.19 FOOTINGS SURVEY

A footings survey is required to be prepared anytime a building footprint (foundation wall) is proposed to be constructed within five feet of any applicable setback. The failure to prepare a footings survey shall be a principal factor in determining whether or not to grant a variance.

On any development, prior to obtaining a building permit, the person requesting the permit or landowner must file a copy of a current plan and survey of the property sealed by a registered land surveyor providing such information as shall be required from the Cobb County Development and Inspections Division or its successor.

Prior to pouring footings, it shall be the responsibility of the builder or developer to accurately and clearly flag all pin corner boundaries or building setback lines prior to any footings inspection. Should the developer or builder desire to place **any** footing within five feet of the applicable building setback line, the builder or developer shall provide a footings (foundation) survey signed by a registered land surveyor showing the footing location and the outer perimeter of the proposed structure. The failure to provide such a footing survey shall be a primary consideration in whether or not the Board of Zoning Appeals may deny a variance application.

103.20 FREE STANDING BUILDING/ADDITION PERMIT

Authorization must be obtained from the Permitting Section, Zoning Division, and Fire and Emergency Services Division to construct a building from the ground up.

103.21 GEORGIA MOUNTAIN AND RIVER CORRIDOR ACT

Authorization must be obtained from the Zoning Division to ensure compliance with the provisions of the Georgia Mountain and River Corridor Protection Act O.C.G.A. 12-2-8. Information must be submitted with any application for development permits on properties which are 2,200 feet or more above mean sea level with a percentage slope of 25% or greater for at least 500 feet horizontally (including all crests, summits and peaks) or any area within 100 feet of both sides of a river as measured from the river banks at mean high water. For more specific information on permitted land uses and limitations see Section 134-283 of the Zoning Ordinance.

103.22 GRADING PERMIT

Authorization must be obtained from the Site Inspections Section to commence grading after a land disturbance permit has been issued, and erosion devices installed and inspected. An application as described in Section 102 of these Development Standards is filed with the Permitting Section of the Development and Inspections Division of the Community Development Agency. See Section 102.03.04 for more complete information.

103.23 HOUSE MOVING PERMIT

Authorization must be obtained after recommendation from the Code Enforcement Division, Zoning Division, and the Department of Transportation, and a letter of water and sewer availability/non-availability from the Water System, and review for an individual on-site septic system, if applicable, from the Office of Environmental Health, by the Board of Commissioners to relocate a structure onto a parcel within Cobb County. An application consisting of proposed route and a site plan is filed with the Code Enforcement Division of the Community Development Agency. A building permit generally may be obtained within five days following approval by the Board of Commissioners.

Authorization must be obtained from the Department of Transportation and Code Enforcement Division in order to move a house through Cobb County involving crossing of jurisdictional boundaries. An application consisting of a proposed route and a State of Georgia Oversize or Over-width Permit is filed with the Code Enforcement Division of Community Development Agency. A permit generally may be obtained within two days.

103.24 INDUSTRIAL WASTEWATER DISCHARGE PERMIT

Authorization must be obtained from the Water System for a significant contributing industry to connect to the sewer system where the discharge exceeds allowable limits for pollutants.

103.25 LAND DISTURBANCE PERMIT

Authorization must be obtained from the Site Plan Review Section to install erosion and sedimentation control devices to proceed with clearing and grading after site plans have been approved by all applicable agencies/departments/divisions for site improvements.

103.26 LAND USE PERMIT

Authorization must be obtained following a public hearing before the Planning Commission and the Board of Commissioners which allows a temporary privilege permit to allow the operation of home occupations or professions in zoning districts where regulations would otherwise prohibit such operations. An application as prescribed by Sections 134-36 and 134-37 of the Zoning Ordinance is filed with the Zoning Division of the Community Development Agency. A public hearing is conducted before the Planning Commission, which makes a recommendation to the Board of Commissioners. An appeal lies with the Superior Court.

103.27 MOBILE HOME PERMIT

Authorization must be obtained from the Office of Environmental Health, Zoning Division, Permitting Section, and Water System to operate any property where two or more mobile homes are parked for residential purposes. An application is made with the Permitting Section of the Zoning Division of the Community Development Agency. Approval can generally be obtained within three days. An appeal lies with the Board of Zoning Appeals.

103.28 MODEL HOME PERMIT

Authorization must be obtained from the Director of the Community Development Agency to construct a model home prior to approval of a final plat. In order for developer/builder to construct a model home prior to approval of a final plat, the following standards shall be met:

- Developer of record shall file a written request to the Director of the Community Development Agency requesting model home permits utilizing the attached Model Home Permit Request Form. The maximum is four model home permits at any given time per entire development.

MODEL HOME PERMIT REQUEST

NAME OF SUBDIVISION: _____

Land Lot(s): _____ District(s)_____

Lot Numbers(s) and Address(s): _____

*Note: No more than **four** model home permits are allowed for entire development.*

I, _____ OF _____
Name (Please Print) Company Name (Please Print)

acknowledge that the model home(s) shall not be connected to the water and sanitary sewer mains until the final plat has been recorded, the model home(s) shall not be sold or leased for occupancy until final plat has been recorded and certificate of occupancy granted, the model home(s) are located not more than 500 feet from the nearest operational fire hydrant and paved public right of way, and that adequate water pressure and fire flow are available to the model home(s) requested.

As an authorized agent/officer of the above referenced company and by my signature I also agree to hold harmless and indemnify Cobb County Government from any and all liability for personal injuries, real property damage, personal property damage or for loss of life resulting from or in any way connected to the approval or issuance of this permit. This agreement is binding on the heirs, successors, and assigns of the parties hereto.

I have read this entire document, understand it fully, and sign it voluntarily.

Signature Required

Date

FOR OFFICIAL USE ONLY

Approved: _____ Approved w/Modifications_____ Rejected: _____

Comments: _____

103.29 NPDES PERMIT

Applicant shall comply with all applicable State and Federal NPDES permitting requirements to operate a wastewater or stormwater discharge into waters of the United States.

103.30 ON-SITE SEWAGE MANAGEMENT SYSTEM

Authorization must be obtained from the Office of Environmental Health for installation of a new on-site sewage management system. An application, as prescribed in the Rules and Regulations for On-Site Sewage Management Systems, Cobb County Board of Health as may be amended from time to time, is made with the Office of Environmental Health. Approval can generally be obtained within seven days. An appeal lies with the Cobb County Board of Health.

103.30.01 General

A major factor influencing the health of individuals where public or community sewerage is not available is the proper treatment and disposal of human wastes and other sewage, including industrial and processing waste. Basically, to accomplish satisfactory results, all such wastes must be disposed of so that:

- They will not contaminate any drinking water supply.
- They will not give rise to a public health hazard by being accessible to insects, rodents, or other possible carriers of disease, which may come into contact with food or drinking water.
- They will not give rise to a public health hazard by being accessible to children.
- They will not violate laws or regulations governing water pollution or sewage disposal.
- They will not pollute or contaminate the waters of any bathing beach, shellfish breeding ground, or stream used for public or domestic water supply or for recreational purposes.
- They will not give rise to a nuisance due to odors or unsightly appearance.

Where public or community sewage disposal systems are not accessible, these criteria shall be met by the discharge of sewage to an adequate on-site sewage management system. The purpose of these rules and regulations is to establish minimum standards governing the construction and repair of on-site sewage management systems and the inspection thereof; requiring the submission and approval of plans prior to construction of said systems; and providing the enforcement of these regulations.

103.30.02 Applicability/Exemptions

These rules shall have application except in the following cases:

- To any facility or system under the jurisdiction of and regulated by the Department of Natural Resources or its successor, under the Georgia Water Quality Control Act or the Solid Waste Management Act or their successors;
- To any public or community sewage treatment system.

103.30.03 Application/Permit Process

103.30.04 Subdivision and Mobile Home Park Development Utilizing On-Site Sewage Management Systems

Written approval must be obtained from the County Board of Health prior to beginning the physical development of a subdivision or mobile home park.

Developers are strongly advised to seek a predevelopment review prior to purchasing property or making substantial monetary outlays for development improvements. Tentative approval may be obtained by submitting the following:

- A letter from a County or city water system official stating that public sewerage is not available.
- Vicinity map, to include lot dimensions and designations.
- A soil map and soil descriptions from investigations conducted by a soil expert.

For final review and approval, the following requirements must be met:

- A letter from a County or city water system official stating that public sewerage is not available.
- Complete the Subdivision Analysis Record provided by the County Board of Health.
- Preliminary plat (two copies) showing topography on two-foot contours, soil mapping and location of test holes.
- Description of various soils and test holes, as depicted on the preliminary plat, by an approved soil expert. Each lot must have a minimum of one soil boring. Additional borings or testing may be required for marginal lots.
- Three copies of the proposed final plat with the proper certification statement.
- Preliminary plan review fees paid.
- Front and rear corners of each lot staked and marked; side lines flagged.

Allow ten working days for review.

After review, the developer will be notified that each lot must be designated as one of the following categories on the final recorded plat:

- OUT - means currently unsuitable for an on-site sewage management system.
- SP - (Site Plan) means approval of a detailed individual site plan required prior to issuance of a permit.
- PP - (Plot Plan) means approval of an individual plot plan is required prior to the issuance of a permit.

103.30.05 Sub-Division On-Site Sewage Management (Septic Tank System) Permit

- Complete an application form provided by the County Board of Health.
- A letter from a County or city water system official stating that public sewerage is not available.
- Pay applicable site review fees prior to site review conference and permit fee prior to the issuance of the permit.
- Residential development in subdivisions approved as listed above.

Plot Plan Lot Requirements:

- A plat drawn to a scale of 1:40 or larger depicting property lines and dimensions.
- Footprint (shape) and location of house or other structures.
- Location of driveway and turnaround.
- Location of wells and/or water service line.
- Location and elevation of building sewer pipe (stub-out).
- Location and sizes of septic tank and absorption field including location of replacement absorption field.
- Number of bedrooms.

Site Plan Lot Requirements:

- All requirements for a plot plan lot must be met; however, site plans must be drawn by a qualified individual utilizing a 1:20 scale. Up to a 1:40 scale may be utilized on lots larger than one acre.
- Soil mapping shall be depicted on plan.
- Topographic lines in two-foot contours showing existing and finished grades.
- Location and actual elevation of house sewer (stub-out) invert.
- Actual floor elevations of main floor and basement.
- Location of streams, ponds, swimming pools, tennis courts and other pertinent structures present on the property.

Residential Development in older existing subdivisions:

- If not on file, provide a letter from a County or city water system official stating that public sewerage is not available.
- Should adequate soil information not be on file, a soil map and soil descriptions from investigations conducted by a soil expert.
- Submit a plat meeting the requirements for a plot plan lot delineated above and any other information that may be required.

Non-residential Development:

- A plat of the property should be taken to the Site Plan Review Section of the Cobb County Development and Inspections Division to have an address assigned.
- A sewer non-availability letter is required from the County or city water system.
- A soil map and soil description from investigations conducted by a soil expert.
- Plans and specifications shall be prepared by a design professional, such as a registered engineer or architect, licensed by the State of Georgia and shall bear the stamp of the property.
- Calculations relating to the design of the system shall show the maximum daily wastewater usage (gallons/day); and all mathematical calculations and supporting data used in sizing the septic tank and absorption field. Systems shall be designed using the maximum daily wastewater usage and the highest percolation rate measured. Because of general soil characteristics in the County systems, it shall be designed on a percolation rate of no faster than 45 minutes per inch.
- A floor plan showing the location, number, and types of sanitary fixtures should be provided.

- Three copies of a detailed site plan, drawn to 1:40 or larger scale, showing the following information:
 - Property lines and location of buildings, driveways, parking areas, streams, ponds, drainage ditches, easements and floodplains.
 - The locations of wells within 500 feet of the property.
 - The locations of soil test holes.
 - Existing and finished grades at 2-foot contours.
 - Elevations of finished floors and building sewer (stub-out) invert.
 - Location and size of septic tank and absorption field including replacement absorption field.
 - Where an existing system is to be utilized an evaluation of the system shall be performed to indicate its suitability for treating the anticipated maximum daily wastewater flow. The existing system shall be plotted on the site plan.

103.30.06 Single Lot On-Site Sewage Management System

- A plat of the property should be taken to the Site Plan Review Section of the Cobb County Development and Inspections Division to have an address assigned.
- A sewer non-availability letter is required from the County or city water system.
- A soil map and soil descriptions from investigations conducted by a soil expert.
- A certified plat with a plan meeting the requirements for a plot plan delineated in Sub-Division On-Site Sewage Management (Septic Tank) Permit, and any other information that may be required.

103.30.07 Water and Sewer Permits for Single Family Dwelling or Commercial Development

Acquire a street address from the Site Plan Review Section of the Cobb County Development and Inspections Division of the Community Development Agency.

Makes application for water and sewer permits at: 660 South Cobb Drive or 191 Lawrence Street.

Makes application for water permit at: 660 South Cobb Drive or 191 Lawrence Street.

103.30.08 Water Permit for Single Family Dwelling or Commercial Development Utilizing a Septic Tank

Acquire a street address from the Site Plan Review Section of the Cobb County Development and Inspections Division of the Community Development Agency.

Acquire a letter of non-availability from the Water System Engineering and Records Division.

Acquire a septic tank permit from the Office of Environmental Health of the Cobb County Health Department.

Makes application for water permit at: 660 South Cobb Drive or 191 Lawrence Street.

103.30.09 Inspections

No person may cover or use a new on-site sewage management system or cover repair work made to an existing on-site sewage management system, except as provided above until final inspection has been made by the County Board of Health to determine compliance with the provisions of the construction/repair permit issued; and written approval has been issued by the County Board of Health.

Calls for inspections shall be made to the Cobb County Health Department between the hours of 8:00 A.M. to 9:00 A.M. or 12:00 noon to 1:00 P.M. the day the inspection is desired. Sufficient time shall be allowed for completion of the job before requesting inspection to insure that the job will be ready when the inspector arrives. The inspector will not be required to wait for the completion of the job. Some responsible person shall be present to assist the inspector in checking the installation.

- Excessive water or rock formation in an absorption trench will result in disapproval of the line.
- A copy of the final inspection of an on-site sewage management system shall be provided to the owner, builder, developer, or agent, whichever is appropriate. *
- Any grading, filling, or other landscaping or construction activities on the lot subsequent to final inspection by the County Board of Health which may adversely affect the on-site sewage management system shall render the approval void.
- Paragraph 3 - repairs made, within 12 months of installation, to an on-site sewage management system for the purpose of covering a warranty of said system do not require a permit from the County Board of Health. Also, emergency repairs necessary to relieve the back-up of sewage into a building or dwelling may be performed without first obtaining a permit from the County Board of Health, however, such repairs which involve the installation of a new absorption line must be reported to the County Board of Health within a reasonable period of time not to exceed five calendar days from the time repairs were made.

103.30.10 Administration and Enforcement Variance

These regulations shall be administered by the County Board of Health, which shall have the authority to grant a variance from the requirements of these regulations as follows:

Where it is demonstrated to the satisfaction of the County Board of Health that strict compliance with the standards would result in practical difficulty to or undue hardship upon the property owner due to special conditions or causes;

- Where the public or private interest in the granting of the variance is found by the County Board of Health to clearly outweigh the interest of the application of uniform rules; and,
- Where such alternative measures are provided which in the opinion of the County Board of Health will provide adequate public health and safety protection.
- In granting a variance, the County Board of Health may attach thereto any conditions that may be deemed advisable so that the purpose of these regulations will be served; and public health, safety and welfare secured.

Appeals of administrative decisions shall be made to the Executive Officer or the Cobb County Board of Health.

The administration and enforcement of these rules and regulations shall be prescribed in the Official Code of Georgia, Annotated Chapter 31-5.

103.31 ON-SITE SEWAGE MANAGEMENT SYSTEM REPAIR PERMIT

Authorization must be obtained from the County Office of Environmental Health for repair of an on-site sewage management system after the first 12 months of installation. An application, as prescribed in the Rules and Regulations for On-Site Sewage Management Systems, Cobb County Board of Health as may be amended from time to time, is made with the Office of Environmental Health. Approval can generally be obtained within 7 days. An appeal lies with the Cobb County Board of Health.

103.32 PERMANENT ROAD CLOSURE PERMIT

Authorization must be obtained following public hearing by the Board of Commissioners to permanently close and abandon a road or right-of-way. An application is filed with the Right-of-way Section of the Department of Transportation. Approval can generally be obtained within 30 days. An appeal lies with the Superior Court.

103.33 PERSONAL CARE HOME

Authorization must be obtained from the Office of Environmental Health, Zoning Division, and Fire and Emergency Services to operate a building, a group of buildings, a facility, or place in which is provided two or more beds and other facilities and services, pursuant to O.C.G.A. 31-7-12, and as amended from time to time. Depending on the nature of the activity a Special Land Use Permit or Land Use Permit may be required. Applications, consisting of a land use permit/special land use permit in accordance with 134-26 of the Zoning Ordinance, must be filed with the Zoning Division of the Community Development Agency and the Office of Environmental Health of the Cobb County Board of Health, and Water System respectively. On-site sewage management systems may not be adequate and connection to public sewer may be required. The process normally takes three months.

103.34 REGIONALLY IMPORTANT RESOURCE

Authorization must be obtained from the Georgia Department of Community Affairs to develop a project, which may have a significant effect on natural or historic resources within the Atlanta Region.

103.35 SATELLITE DISH PERMIT

Authorization must be obtained from the Permitting Section of Development and Inspections Division to install a satellite dish. An application, consisting of two site plans signed and sealed by a licensed Georgia registered engineer in accordance with 107.01 of the Development Standards and, footing detail for any ground mounted dish, is made with the Permitting Section of the Development and Inspections Division of the Community Development Agency. Approval can generally be obtained within one day. An appeal lies with the Board of Zoning Appeals.

103.36 SECTION 404 WETLANDS PERMIT

Authorization must be obtained from the U.S. Army Corps of Engineers to impact or affect wetlands. An application, including a proposed delineation of wetlands and a plan for mitigation or avoidance environment assessment of impact statement must be made for nationwide permit, categorical exclusion, or local permit with the U.S. Army Corps of Engineers. Depending on the complexity of comments received from various jurisdictions and individuals, including SHPO, EPA, EPD, U.S. Fish and Wildlife, Advisory Council of the Office of Historic Preservation, a permit could take in excess of six months to obtain.

103.37 SEWER TAP PERMIT

Authorization must be obtained from the Cobb County Water System to tap on to the primary sewer collection lines. An application must be filed with the Cobb County Water System. A field inspection must be approved by the Building Inspections Section of the Community Development Agency or, in lieu thereof, an affidavit in a form provided by the Permitting Section be submitted by a state licensed plumbing contractor.

- Makes application for water and sewer permits at: 660 South Cobb Drive or 191 Lawrence Street.

103.38 SIGN PERMIT

Authorization must be obtained from the Permitting Section of the Community Development Agency to erect a sign. An application, consisting of a plat identifying the lot of record and plan specification and showing all water, sanitary sewer mains or storm drains and appurtenances, is filed with the Code Enforcement Division of the Community Development Agency. A sign permit may generally be obtained the same day.

103.39 SITE PLAN/STIPULATION AMENDMENT

Authorization must be obtained from the Zoning Division Manager and Board of Commissioners to effect proposed minor modifications, which do not alter or conflict with the basic intent of a site-specific plan. See Cobb County Zoning Ordinance 3-28-8.8 for more details.

103.40 SPECIAL EXCEPTION USE

Authorization must be obtained by the Zoning Division Manager to sign off on proposed development or use upon meeting certain requirements as set forth in 134 –271 of the Zoning Ordinance.

103.41 SPECIAL HAZARD BUILDING PERMIT

Authorization must be obtained from the State Fire Marshal, Local Fire Marshal, or State Inspector for any Special Hazard Building as defined by O.C.G.A. 25-2-13, and as amended from time to time prior to the issuance of any building permit, specifically, and without limitation these include the following:

- Buildings more than three stories in height;
- Residential structures for three or more families greater than three stories in height;
- Any building with more than 15 sleeping accommodations for hire;
- Schools or academies with more than 15 children;
- Hospitals, health care, nursing centers, and schools (State Fire Marshall);
- Racetracks, stadiums, and grandstands;
- Theaters, auditoriums, restaurants, bars, lounges, night clubs, and public assembly of 300 or more, or 100 or more where alcohol is served;
- Church with occupant load of 500 or more;
- Department or retail stores in excess of 15,000 square feet;
- Group day care and day care centers where more than 6 children are kept;
- Licensed personal care homes; and
- Landmark buildings.

An application, consisting of plans for Structural Review involving any Special Hazard Building, must first be submitted to the State or Local Fire Marshal for review and approval prior to applying for a Free Standing Structural Permit.

103.42 SPECIAL LAND USE PERMIT

Authorization must be obtained from the Board of Commissioners and processed by the Zoning Division, which allows a privilege permit for land uses, usually requiring a State of Georgia or Federal permit in zoning districts where regulations would otherwise prohibit such operation. An application as prescribed

by Section 134-37 of the Zoning Ordinance is filed with the Zoning Division of the Community Development Agency. A public hearing is conducted before the Planning Commission, which makes a recommendation to the Board of Commissioners. An appeal lies with the Superior Court.

103.43 STORAGE TANK REMOVAL PERMIT

Complete a Georgia Underground Storage Closure Activity Form (GUST), obtained from the Georgia EPD. A permit must then be obtained from the Cobb County Fire Marshal and the Georgia EPD prior to the removal of above ground and underground flammable or combustible liquid tanks. In the event that a tank(s) removal requires soil and material borrowing and filling, said activity shall be subject to the borrow/fill permit provisions in Section 103.04.

103.44 STORAGE TANK INSTALLATION PERMIT

Authorization must be obtained from the Zoning Division prior to submitting plans to the Cobb County Fire Marshal's office. The plan shall then be submitted to the State Fire Marshal, and in some cases, the Georgia EPD to install an above ground or underground flammable or combustible liquids tank.

103.45 STORMWATER QUALITY/QUANTITY PERMIT

Authorization must be obtained from the Stormwater Division of the Cobb County Water System to control, retain, or detain stormwater to/from a development site.

Approval for Stormwater Quantity and Quality is granted with the Land Disturbance Permit for Full Site and Grading Permits referenced thereto for all projects properly permitted at Cobb County Community Development Agency. If Community Development discovers unusual circumstances relative to stormwater, comments may be requested from Stormwater Management prior to issuing the Full Site or Grading Permit.

Any person or entity who elects to modify any storm drainage system which has been properly platted, dedicated, inspected, and accepted by Cobb County for perpetual maintenance must submit documents and calculations sufficient to prove full and complete compliance with all codes and regulations to the Site Plan Review Section of Community Development. At such time as the proposed changes or modifications have been found by Site Plan Review to be compliant with those applicable codes and regulations, Site Plan Review may grant approval for the proposal contingent upon proper installation, passing inspection by Site Inspections, and the re-recording of the subdivision final plat properly annotated with the modification as installed. Costs for any surveys, revisions to plat, and re-recording shall be borne by the property owner/applicant. This procedure for re-recording of the subdivision final plat shall be followed in those cases where the County accepts responsibility to perform the actual work and the drainage easement must be modified to cover the work.

Where Community Development concurs that the proprietary final plat is not accessible from the RLS or PE who owns same, then Community Development may grant the re-recording of the final plat in the form of a referenced survey plat of the individual lots affected by the storm drainage system modification.

103.46 STRUCTURAL RETAINING WALLS PERMIT

Authorization must be obtained from the Site Plan Review and Structural Plan Review Sections to construct a structural retaining wall designed to reinforce or retain a permanent grade slope with an incline steeper than one foot vertical for every two feet of horizontal displacement. An application is made with the Site Plan Review Section of the Development and Inspections Division of the Community Development Agency and the Water System. If retaining walls are approved in conjunction with another approved permit, this permit shall not be required. Approval can generally be obtained within three days. An appeal lies with the Building Official.

103.47 SWIMMING POOL PERMIT

Authorization must be obtained from the Office of Environmental Health, Building Inspections Section, and the Water System to construct, alter, reconstruct, or operate a public swimming pool. An application is made with the Permitting Section of the Development and Inspections Division of the Community Development Agency (construction and operational) and the Office of Environmental Health. Approval can generally be obtained within 30 days. An appeal lies with the Cobb County Board of Health.

103.48 SWIMMING POOL DISCHARGE PERMIT

Authorization must be obtained from the Office of Environmental Health, Cobb County Water System, and the Building Inspections Section to discharge backwash or swimming pool water from a public pool onto any private or public lands. An application is made with the Office of Environmental Health and Permitting Section of the Community Development Agency. Approval can generally be obtained within 30 days. An appeal lies with the Cobb County Board of Health.

103.49 TELEVISION, LAND MOBILE, COMMUNICATION, MICROWAVE, RADIO TRANSMISSION ANTENNAE AND TOWER PERMIT

Authorization must be obtained from the Zoning Division and Board of Commissioners (in the event a Special Land Use Permit is required) to construct, install, and maintain a television, land mobile, communication, microwave, or radio transmission antennae or tower. Approval may generally be obtained within 90 days. An appeal lies with the Superior Court.

103.50 TEMPORARY ROAD CLOSURE PERMIT

Authorization must be obtained from Cobb County Department of Transportation and the Fire Marshall to temporarily close a road and install signs to divert traffic to a detour route. An application is made with the Operations Division of the Cobb County Department of Transportation for all county roads and with the Georgia Department of Transportation for all state roads. Approval can generally be obtained in five (5) days. An appeal lies with the County Manager.

103.51 TEMPORARY TENT PERMIT

Authorization must be obtained from the Zoning Division, Permitting Section and the Fire Marshal to erect a tent for a maximum of 14 days, unless an extension is granted by the Zoning Division and the Permitting Section. This provision shall not apply to tents used for personal recreation. An application consisting of: 1) proof of tent's flame retardant compliance; 2) proof of liability insurance; 3) notarized letter of property owner/agent's approval for locating tent; and 4) business license (unless 501(c) charitable organization) is made with the Permitting Section and the Zoning Division of the Community Development Agency. Approval can generally be obtained within one day. An appeal lies with the Board of Adjustments and Appeals.

103.52 TENANT SPACE/ALTERATION PERMIT

Authorization must be obtained from the Zoning Division, Permitting Section, and Fire Marshal (for restaurants - Office of Environmental Health and Water System; for hair salons and coin operated laundries - Water System) to remodel, renovate, alter, repair, restore, or for maintenance to an existing structure or building. An application, consisting of four to five sets of plans with sealed drawings by a registered architect or engineer on projects costing in excess of \$100,000 and a Code Compliance Bond, is made with the Permitting Section of the Development and Inspections Division of the Community Development Agency. Approval can generally be obtained within ten business days. An appeal lies with the Board of Adjustments and Appeals.

103.53 TOURIST COURT PERMIT

Authorization must be obtained from the Office of Environmental Health, Zoning Division, and Permitting Section to operate a facility consisting of two or more rooms or dwelling units providing lodging and other accommodations for tourists and travelers. This includes tourist courts, tourist cottages, tourist homes, trailer parks, trailer courts, motels, motor hotels, hotels, and any similar place by whatever name called

and any food, beverage, laundry, recreational, or other facilities or establishments operated in conjunction therewith. An application is made with the Permitting Section of the Zoning Division of the Community Development Agency and the Office of Environmental Health. Approval can generally be obtained within two days. An appeal lies with the Board of Adjustments and Appeals.

103.54 TREE CLEARING PERMIT

Authorization must be obtained from the County Arborist or his/her designee to clear or remove tree(s) from property when no site construction is proposed or plans have not been approved through the Development Review Process. An application for a land disturbance permit for clearing or clearing and grubbing as described in these Standards shall be in accordance with the current Development Review Process set forth in Section 102 herein and in Section 3-6-111 in the Erosion and Sedimentation Control Ordinance or otherwise established by the Community Development Agency or its subsequent equivalent. The application shall require a certification from the Tax Assessor's Office that all taxes on the property are current and adequate provision for payment of timber taxes be made.

In addition to requirements of Section 3-6-111 of the Erosion and Sedimentation Control Ordinance, plans for tree cutting shall include the following:

- Boundary survey as set forth in Section 107.01;
- Topographic survey with a scale no less than 1"=100';
- Locations and dimensions of any logging decks;
- Locations and dimensions of any Stream Management Zones;
- Locations of any haul roads;
- Locations and dimensions of gravel entrance pads;
- Limits of tree cutting activities;
- Locations and design details of any stream crossings showing approximate width of crossing (bank to bank) and method of crossing (rock rip-rap or culvert);
- Locations and descriptions of all affected forest cover-types;
- Locations and descriptions of all buffers;
- A detail of the method to be used to delineate buffers on the site;
- Any additional information as may be required by Cobb County Staff to perform a proper review of the project and assure the intent of the Erosion and Sedimentation Control Ordinance is met;
- All sanitary sewer easements;
- All water mains and appurtenances; and
- All drainage easements.

An appeal will lie with the Director of the Community Development Agency. See Section 415 of these Standards for Technical Standards.

103.55 TRENCHING/EXCAVATION PERMIT

Authorization must be obtained from the Permitting Section of the Community Development Agency to dig a trench/excavate over four feet deep. An application is made with the Building Section of the Development and Inspections Division of the Community Development Agency. Approval can generally be obtained the same day. An appeal lies with the Building Official.

Excavations and trenching shall comply with Code of Cobb County, Article 11, Section 3-6-144.

Ditches over five feet deep shall be sloped, shored, sheeted, braced, or otherwise supported.

No equipment operator or supervisory personnel shall participate in any excavation or trenching or in any way work in an excavation or trench unless such person holds a valid certificate from Cobb County evidencing satisfactory completion of a required educational program on safe trench/excavation practices provided by Cobb County. No other person shall participate in or work in any excavation or trenching site unless a certificate holder is present at the excavation or trenching site where work is being performed.

103.56 UTILITIES PERMIT

Authorization must be obtained from the Development Review Supervisor in the Department of Transportation to construct utilities within county right-of-way and from the Georgia Department of Transportation to construct utilities within state right-of-way. A permit application is submitted to the Development Review Supervisor of the Department of Transportation. An appeal lies with the Director of the Department of Transportation.

- Acquire a street address from the Plan Review Section of Community Development, if property is not platted.
- Acquire a street address from the Plan Review Section of Community Development, if property is not platted.

103.57 WATER IMPOUNDMENT PERMIT

Authorization must be obtained from the Office of Environmental Health and the Georgia Department of Human Resources to construct and maintain a water impoundment of 1/10 acre or more. Exemptions include sewage lagoons, oxidation ponds, and sewage holding ponds, which are regulated by the Georgia EPD. An application, as prescribed in Rules and Regulations Governing Mosquito Control and other Measures on Impounded Waters, Georgia Department of Human Resources as may be amended from time to time, is made with the Office of Environmental Health. A permit may generally be obtained within 14 days. An appeal lies with the Georgia Department of Human Resources.

103.58 WATER TAP PERMIT

Authorization must be obtained from the Cobb County Water System to tap on to the water distribution system. An application must be filed with the Cobb County Water System. A field inspection must be approved by the Cobb County Water System for service in a public right-of-way or by the plumbing inspector for a service on private property. A fire flow test is required for any service to verify that adequate flow is available.

- Make application for water and sewer permits at: 660 South Cobb Drive or 191 Lawrence Street.

103.58.01 Water Permit for Single Family Dwelling or Commercial Development Utilizing a Septic Tank

- Acquire a street address from Plan Review Section of Community Development Agency.
- Acquire a letter of non-availability from the Water System Engineering and Records Division, 680 South Cobb Drive, Building 3, if applicable.
- Acquire a septic tank permit from the Office of Environmental Health of the Cobb County Health Department, if applicable.

103.59 WATER AND SEWER CONSTRUCTION APPROVAL

Authorization must be obtained from the Cobb County Water System to construct, alter, or modify a water or sewer line. Construction of water and sewer infrastructure will be authorized by the Water System upon:

- Approval of submitted plans.
- Notification of the Water System at least 24 hours prior to start of construction.

103.59.01 Revisions to Approved Plans

During construction, when deviations from approved plans affecting capacity, flow, or operation is desired; the Cobb County Water System Inspector shall be notified. Revised plans shall be submitted as soon as possible to the Water System Engineering and Records Division for approval. Minor changes not affecting capacities, flows, or operation may be allowed in the field during construction by the inspector. The inspector shall have final authority as to what constitutes a minor or major change. "As-Built" plans clearly showing any changes shall be submitted to the Water System Inspector at the completion of the work and prior to sign-off of the final plat.

103.59.02 Record Drawings (As-Built Drawings)

At the completion of the water and/or sewer construction and prior to recording the final plat, the contractor will furnish the Water System Inspector Record Drawings of the project. The Record Drawings must show all field changes made to the approved drawings. See Section 200, Plats/Records Drawings.

103.59.03 Acceptance of Work

- The developer will service and maintain the utility lines for one year after the completion of the project.
- At the end of the first year, a second inspection is conducted to determine if any damage or material failures are present, and upon repair by the developer of any discrepancies found, the County will accept responsibility for perpetual maintenance.

103.59.04 Permits and Encroachments

The developer is responsible for obtaining any and all permits and/or encroachments necessary to construct his/her development to include but not limited to GA DOT, Colonial Pipeline, Atlanta Gas, Railroad, AT & T, Georgia Power, Cobb EMC, Oglethorpe Power, Greystone Power, or any other utility that may require permitting or encroachments.

See list of abbreviations with designated meanings next page.

LIST OF ABBREVIATIONS:

The following abbreviations shall have the designated meanings:

AASHTO	American Association of State Highway and Transportation Officials
ARC	Atlanta Regional Commission
ANSI	American National Standards Institute, Inc.
BOD	Biochemical oxygen demand
CABO	Council of American Business Officials
CAC	Community Activity Center
CCT	Cobb Community Transit
CCWS	Cobb County Water System
CFR	Code of Federal Regulations
CO	Certificate of Occupancy
COD	Chemical oxygen demand
CWA	Clean Water Act
DUA	Dwelling units per acre
E & H	Elderly & handicapped
EPA	Environmental Protection Agency
EPD	Environmental Protection Division
FEMA	Federal Emergency Management Agency
FHBM	Flood Hazard Boundary Map
FIRM	Flood Insurance Rate Map
GPM	Gallons per minute
HOA	Homeowners Association
HUD	Department of Housing and Urban Development
HVAC	Heating, Ventilation, Air Conditioning
l	Liter
LDP	Land Disturbance Permit
mg	Milligrams
mg/l	Milligrams per liter
MRPA	Metropolitan River Protection Act
MUTCD	Manual of Uniform Traffic Control Devices
NAC	Neighborhood Activity Center
NGVD	National Geodetic Vertical Datum
NPDES	National Pollutant Discharge Elimination System
NTU	Nephelometric Turbidity Unit
O & M	Operation and maintenance
POTW	Publicly owned treatment works
psi	Pounds per square inch
RAC	Regional Activity Center
SBCCI	Southern Building Code Congress International
SIC	Standard Industrial Classification
TSS	Total suspended solids
USC	United States Code

104 LICENSE REQUIREMENTS

104.01 GENERAL

104.01.01 General

The Business License Division is responsible for collecting appropriate license fees and certain tax monies from any and all businesses in the unincorporated area of Cobb County. These Business License Fees and taxes augment property taxes as a revenue source for the general operating fund of Cobb County. Developers located in unincorporated Cobb County pay a license fee based on the total gross sales in unincorporated Cobb County. Contractors pay a fee based on the total gross receipts during the previous year in unincorporated Cobb County. New businesses estimate their gross receipts for the balance of the calendar year. These fees are shown on Fee Schedule A of the schedule of fees. At the time a developer or a contractor seeks a building or construction permit from Cobb County, he shall have a license from Cobb County or the jurisdiction where the business is located for activity, which he is attempting to obtain a permit. Upon renewing a license, businesses in Cobb County must list all subcontractors, amounts paid, dates of work, and addresses of contractors.

104.01.02 Applicability/Exemptions

As mandated by the Cobb County Code of Ordinances all persons, firms, or corporations, including professional corporations engaged in business in the unincorporated area of Cobb County, are required to register their business or office and obtain a license. Even though a person may be exempt under state or other law from paying a license fee, such persons must apply to the Business License Division for a free permit to engage in or carry on any business. Proper and lawful credentials exempting the applicant from paying said license fee should be submitted with application for those persons seeking exemption from fees. Generally, only churches, charitable organizations with an IRC 501(c)(3) exemption, and disabled veterans, as defined in 43-12-2 of the State Code of Georgia, may qualify for an exemption from a Business License Fee. A Business License is needed for each location or office in unincorporated Cobb County, since each license issued authorizes the conduct of one place of business only.

104.01.03 Application/Permit Process

It is unlawful for any person to engage in any business in Cobb County without obtaining a license. Businesses located in Cobb County may apply for a Business License at the Business License Division, 191 Lawrence Street, Marietta, Georgia or one of the Government Service Centers. The East Cobb Government Service Center is located at 4400 Lower Roswell Road, Marietta, Georgia and the South Cobb Government Service Center is located at 4700 Austell Road, Marietta, Georgia. The information required on the Business License Application consists of general information about the company such as business address, mailing address, phone number, and Federal ID number, if applicable. Other information required is personal information about the principals of the business including home addresses and phone numbers, drivers' license and social security numbers, and birthdates. Utility contractors and construction industry contractors certified and/or regulated by the State of Georgia are required to submit a copy of the current state certificate authorizing an individual of the company to engage in specific construction related activities. After the completed application is received, the appropriate license fee will be assessed, payment will be accepted, and a license will be issued. It is only after this process that a building permit can be issued by the Cobb County Community Development Agency.

104.01.04 Inspections

Inspections are conducted on a random basis. Business License Inspectors travel the County on a daily basis checking for licenses at various locations. This includes building sites and business management offices. If it is determined that the appropriate license has not been purchased, the person(s) will be given an adequate length of time in which to apply. If the application is not submitted within a suitable time frame, a citation will be issued requiring the business owner or his agent to appear in court.

104.02 REQUIRED LICENSE

All persons developing, contracting, or subcontracting in Cobb County shall have a Business License from the location that the business is located regardless of permit requirements. Businesses located out of state shall obtain a Cobb County Business License or provide proof of payment of a license in another jurisdiction in the State of Georgia for construction or development related activities. Those persons who are constructing on their own property for their private use without intent to sale, lease, or develop with intent of gain shall be able to obtain a day-labor permit without obtaining a Business License. An affidavit provided by the permit office must be signed by the owner prior to obtaining a day-labor permit. However, any subcontractor of any developer, general contractor, homeowner, or day-labor permit possessor, who is conducting compensated activities, shall be required to obtain a license in addition to the Developer's License, General Contractor's License, or other subcontractor's license.

All developers or sub-dividers of property shall obtain and maintain a valid Business License from the jurisdiction where they are located. Developers are required to register or obtain a Business Registration Certificate with Cobb County regardless of where the business is located while development activities are being conducted within developments. Also, all general contractors to include building contractors, pipeline contractors, cable-laying contractors, and paving contractors must each have a license. A license held by a general contractor or any other contractor does not cover and is not transferable to another person, contractor, or subcontractor. Licenses held by contractors do not cover developers and persons managing or overseeing developments must have their own licenses. Licenses held by management companies or agents do not absolve the license requirement for developers, contractors, or subcontractors. Developers who are also conducting general contracting, special trade contracting, or subcontracting are required to obtain a Development Contractor's License and a license for the trade(s), which is being conducted. This includes but is not limited to building construction, carpentry contractors, landscape construction, brick or block laying, concrete pouring and finishing, pipeline construction, grading construction, paving construction, insulation contractors, foundation contractors, waterproofing contractors, roofing construction, excavation, demolition, trimming contractors, siding contractors, painting contractors, carpet layers, electricians, heating and/or air conditioning contractors, plumbing contractors, low voltage contractors, burglar alarm installation, sheet metal construction, sheet rock construction, wall paper and interior finishing, interior design, tile contractors, fencing contractors, curb and gutter construction, and other related construction activities.

104.03 COMMERCIAL DEVELOPMENT CONSIDERATIONS

When commercial developments are intended to accommodate locations where alcoholic beverages will be sold by the drink on premises, locations must be situated in zoning designations of NRC, CRC, NS, PSC, GC, TS, RRC, UVC, PVC or OI but not industrial (LI, HI). Businesses that will desire a license for the retail sale of spirituous liquors in package forms must occupy areas zoned NRC, CRC, TS, RRC, UVC, PVC, NS, PSC, or GC. Please refer to Section 417 for zoning district regulations.

105 FEE REQUIREMENTS, PENALTIES, AND APPEALS

105.01 FEE REQUIREMENTS

Copies of all fee schedules may be obtained from the applicable agencies/departments/divisions.

105.01.01 Water Connection Fees

Applications for new water meters (commercial and residential) can be made at the Cobb County Water System. Applications for residential water meters can also be made at 191 Lawrence Street, Marietta.

Water connection fees for new service may be paid at the Water System or at 191 Lawrence Street, Marietta.

All fees shall be paid before a building permit is issued.

Normal time for meter installation is approximately four weeks from time of application.

A service deposit will be requested when the water meter is purchased.

105.01.02 Sewer Connection Fees

Applications for new sewerage service (commercial and residential) can be made at the Cobb County Water System. Applications for residential sewer service can also be made at 191 Lawrence Street, Marietta.

Sewer connection fees must be obtained from the Water System. Fees for non-residential service will only be quoted in writing after pertinent information is received from the builder/developer.

All fees shall be paid before a building permit is issued.

105.01.03 Water/Sewer Service Area Assessments

There are selected areas in the County where development is assessed an additional cost for water/sewer services above the normal connection fees.

The locations of service areas, which are subjected to water/sewer assessments, can be obtained from the Water System.

105.01.04 Building Inspection Section

A fee will be charged for any construction requiring a permit (except for Trenching/Excavation Permits), for reinspections and for erosion control violations.

105.01.05 Site Plan Review Section

Fees will be charged for the recording of subdivision plats and for copies, as approved by the Cobb County Board of Commissioners.

105.01.06 Office of Environmental Health

A fee will be charged for any permit issued except for charitable organizations, personal care homes, and water impoundments.

105.01.07 Business License

A fee will be charged for any license issued, except for churches and charitable organizations.

105.01.08 Planning

A fee will be charged for permits as established by the Board of Commissioners.

105.01.09 Zoning

A fee will be charged for permits as established by the Board of Commissioners.

105.01.10 Fire and Emergency Services

No fees.

105.01.11 Department of Transportation

A fee will be charged for permits as established by the Board of Commissioners.

106 IMPACT FEES/DEVELOPMENT AGREEMENTS

O.C.G.A. 36-71-71 et seq. requires that counties not impose development exactions in several specific areas. Presently, other than its Water and Sewer Development fees, Cobb County does not impose Development Impact Fees. However, Cobb County does offer the use of voluntary development agreements to interested developers for donation of system improvements.

In 1991, pursuant to O.C.G.A. 36-71-1 et seq. The State of Georgia authorized local governing authorities to adopt and implement Development Impact Fees, which are intended to provide a legal mechanism for insuring that the Development Community pays its fair share to improve infrastructure. The Board of Commissioners has determined not to implement impact fees at the present time in order to stimulate economic development. Cobb County offers the use of Development Agreements in appropriate instances where a developer proposes mitigation or enhancement to the existing infrastructure. For information regarding Development Agreements, please contact a service representative in the Zoning Division.

107 SITE CONSTRUCTION DOCUMENTS

107.01 PLAN INFORMATION REQUIREMENTS

The minimum information required to be shown on all plans submitted for review and approval:

- Project name;
- Developer's name, address, and phone number;
- Owner's name, address, and phone number if other than developer;
- Appropriate design professional's name, address, and phone number and signed seal;
- Location/vicinity map;
- Land lot(s) and district;
- North arrow;
- Scale (minimum scale 1"= 100');
- Closed property boundary showing bearings and distances of all property lines;
- State on the plans the zoning, variances, and zoning stipulations as per the Board of Commissioners approval (including stipulations incorporated from Planning Commission recommendations);
- Show buffers as required by Cobb County Zoning Ordinance, State, and Federal Laws (See individual districts for buffer requirements);
- State acreage of site;
- Show adjacent property information including subdivision name, lot numbers, block letters, property owners, zoning, land uses, etc.;
- Indicate existing conditions, structures, pavement widths, and easements;
- Appropriate design professional's seal with signature;
- 24-hour emergency contact name and number in bold type (no smaller than 20 point) on cover sheet, sediment and erosion control plan, and grading plan;
- Show adjoining roadways, with names, pavement widths, lengths of streets, and right-of-way widths. Also include dimension from the centerline of the existing street to the required right-of-way width;
- State or show land lot lines and district on the plans. If it is not possible to show land lot lines on the plans, please provide a legal **"tie down"** for the property; e.g., intersection of two right-of-ways distance and bearing from property to land lot line intersection or right-of-way intersection.
- Show ten (10) foot "No Access" Easement along the rear of all double frontage lots.

107.02 PRELIMINARY PLAN/SITE PLAN REQUIREMENTS

The following information shall be contained in the construction drawings to demonstrate compliance with the above zoning requirements. It is recommended that as much of the site data as practical, be shown on the preliminary plat/plan in tabular form. Some of the requirements that follow may be redundant with that required in Article II of this document, however, it is repeated to provide a complete picture of information necessary for the County staff review.

- All information required under Sections 107.01 and 201.01 (unless included elsewhere on the plans);
- Show all setbacks applicable to the zoning on plans;
- On the plans, state the total number of parking spaces;
- On the plans, state the parking to be paved and striped consistent with Specification Section 403;
- State the use of the buildings and square footage on the plans;
- For residential or multi-family developments, state on the plans the total density for the project;
- For residential or multi-family developments, state the house or unit size on the plans;
- Show on the plans exact boundary of cemetery;
- Non-residential property must have a minimum of 50 feet of public road frontage;
- The location of signage (both commercial and residential) shall be shown on the plans; and
- Residential property must have a minimum of 75 feet of public road frontage.
- Show ten (10) foot "No Access" Easement along the rear of all double frontage lots.

NOTES: The following notes shall appear on the plans:

- Any proposed signs are to be permitted through the Permitting Section; i.e., subdivision entrance signs, monuments, and all commercial signs.
- Construction trailers are to be permitted through the Zoning Division of Community Development.
- Assurances of Compliance with American with Disabilities Act (ADA) are the responsibility of the owner/developer. Cobb County accepts no responsibility for said act, except for notification of this requirement.

107.03 GRADING/DRAINAGE PLAN

- All information required under Section 107.01 (unless included elsewhere in the plans).
- Topographic layout of the development must be at two-foot contour intervals based on mean sea level datum.
- Site grading plans superimposed over existing topographic survey.
- Location, size, and length of existing drainage structures. Drainage area that contributes to each existing drainage structure shall be specified or shown.

- Drainage calculations stating how drainage structures were sized. Calculations must be approved and sealed by a Professional Engineer or Landscape Architect.
- Location and design criteria of accessory drainage structures (headwalls, drainage ditches, catch basins, junction boxes, drop inlets, retention areas, and retention outlet controls).
- Drainage at intersections indicated by flow arrows on plan.
- The 100-year floodplain limits and elevations, or note absence (specify latest floodplain map and panel).
- Structural detail and dimension of the detention pond including section through detention pond, dam, or wall.
- Ingress/egress easement to stormwater detention structure and maintenance easement to include the surface area inundated by the 100-year storm event.
- Detail of outlet control structure.
- Water travel distance in street between catch basins.
- Establish easements for dedication of all stormwater drainage features directing concentrated flows across property lines.
- Flood hazard areas created or defined within the subdivision area will subject certain lots to the provisions of the Flood Damage and Prevention Ordinance. A site plan shall be prepared to demonstrate that a structure can be built on each of these lots in accordance with the Flood Damage and Prevention Ordinance. These site plans shall be prepared prior to approval of the construction drawings. The lowest elevation point shown on these site plans shall be certified before the builder begins framing the structures on these lots. Each plat shall contain a notation clearly stating the water surface elevation of the base flood in relation to mean sea level (NGVD), as approved and accepted by the Director of the Community Development Agency or designee. Any lands below this elevation shall be designated on the plat by a heavy contour-type line, depicting the base flood level and created as a drainage easement.
- Show or indicate whether the site is in compliance with a master/parent stormwater management plan.
- Water quality BMP's as recommended in the Atlanta Regional Commission's Georgia Stormwater Management Manual, Volumes I and II. For any project that requires a land disturbance permit the project shall conform to the following standards:
 - The total impervious surface area within its development, including all public and private structures, roadways, utilities, and other facilities shall not exceed 25% of the total area within the development. The total amount of impervious surface within a development may exceed 25% of this area if the following conditions as required and approved by the Stormwater Management Division Manager shall be met:
 - The total directly connected impervious surface area within the development shall not exceed 15% of the total area within the development. Impervious surfaces can be considered disconnected from the drainage system if the runoff from the impervious surface flows over a minimum of 25 feet of pervious surfaces (non-concentrated flow) or

if the runoff from 1.2" of rainfall is treated by one of the following water quality best management practices as approved by the Stormwater Management Division Manager:

- Wet Ponds (extended detention for less than 20 acres) — ED-micro pool.
- Wetland—constructed
- Infiltration Trenches
- Dry swales
- Sand Filter
- Bio-retention
- Vegetated Filtration Systems
- Any other best management practice approved by the Stormwater Management Division Manager.

General Notes

The following notes must appear on the site-grading plan:

- Additional erosion control devices to be used as required by Cobb County;
- Disturbed areas left idle for five days, and not to final grade, will be established to temporary vegetation (Ds2). Mulch, temporary vegetation or permanent vegetation shall be completed on all exposed areas within 14 days after disturbance. All areas to final grade will be established to permanent vegetation upon completion;
- When hand planting, mulch (hay or straw) should be uniformly spread over seeded area within 24 hours of seeding. If unable to accomplish, mulch shall be used as a temporary cover. Concentrated flow areas, all slopes steeper than 2.5:1 and with a height of ten feet or greater (does not apply to retaining walls), and cuts and fills within stream buffers, shall be stabilized with the appropriate erosion control matting or blankets.
- Cobb County Land Disturbance Permit must be displayed on site at all times during construction and in plain view from a County road or street.
- Erosion and sediment control devices must be installed and inspected prior to any grading on site. The contractor must call for an inspection to obtain a permit to grade; and
- Sediment/erosion control devices must be checked after each storm event. Each device is to be maintained or replaced if sediment accumulation has reached one half the capacity of the device. Additional devices may be necessary as the project progresses.

107.04.01 Storm Drainage Profile Drawing

- All information required under Section 107.01 (unless included elsewhere in the plans).
- Storm drainage profiles must be prepared to a scale no smaller than 1"= 100' horizontal x 1"= 10' vertical.
- Each profile should be labeled consistent with the labeling scheme used on the drainage plan view.
- The profile should show the existing and proposed elevations along the length of the drainage system.

- Open channel design must show the grade of the flow line of the channel and include a typical ditch section that provides a non-erodible velocity at design flows. Channel slopes less than 1% may be grassed; for channel slopes greater than 1% but less than 3% the designer must demonstrate calculated velocity at or less than 5 feet per second including a channel lining for design to accommodate the design philosophy; channel slopes over 3% must be approved by the Stormwater Management Division of the Cobb County Water System.
- Channel lining (i.e., grass, concrete, etc.) must be specified along the profile.
- Pipe material and bedding shall be specified.
- Crown elevations must be matched at each junction structure or the upstream crown must be higher than the downstream crown.
- All profiles shall conform to the requirements as set forth in Section 409 of the Technical Specifications.
- Water quality BMP's as recommended in the Atlanta Regional Commission's Georgia Stormwater Management Manual, Volumes I and II. For any project that requires a land disturbance permit the project shall conform to the following standards:
 - The total impervious surface area within its development, including all public and private structures, roadways, utilities, and other facilities shall not exceed 25% of the total area within the development. The total amount of impervious surface within a development may exceed 25% of this area if the following conditions as required and approved by the Stormwater Management Division Manager shall be met:
 - The total directly connected impervious surface area within the development shall not exceed 15% of the total area within the development. Impervious surfaces can be considered disconnected from the drainage system if the runoff from the impervious surface flows over a minimum of 25 feet of pervious surfaces (non-concentrated flow) or if the runoff from 1.2" of rainfall is treated by one of the following water quality best management practices as approved by the Stormwater Management Division Manager:
 - Wet Ponds (extended detention for less than 20 acres) — ED-micro pool.
 - Wetland—constructed
 - Infiltration Trenches
 - Dry swales
 - Sand Filter
 - Bio-retention
 - Vegetated Filtration Systems
 - Any other best management practice approved by the Stormwater Management Division Manager.

107.05 SOIL EROSION/SEDIMENT EROSION CONTROL PLAN & DETAILS

- The construction drawings shall contain sufficient detail in plan to demonstrate that all provisions of the Soil Erosion and Sedimentation Control Ordinance will be satisfied for the duration of construction. More specifically, the design for sediment control shall consider the stages of construction. This may require that controls be modified or placed at future increments as the construction continues. It is the duty of the developer/owner to maintain and modify the plan to ensure compliance with local and state laws. Grading limits shall be clearly noted and buffer areas clearly defined on the drawings and identified and protected on the project site.

- Natural vegetative stream buffers shall be noted on the plans and delineated by protective fencing (if contiguous to construction) during construction. Buffers shall be shown on the final plat prepared for recording along with language requiring protection by builders and homeowners. Controls to protect the buffers from disturbance during construction of dwellings on each lot shall be provided by the builders.
- All information required under Section 107.01 (unless included elsewhere in the plans).
- Identify sediment/erosion control practices as specified in the *"Manual for Erosion and Sediment Control in Georgia"*.
- Sediment and erosion control design must be to a legible scale and the details of sufficient size as to be legible in the opinion of the reviewer.
- Provide a schedule of construction activity on plan. Show starting and completion dates and sequence of events for all activities. All revised schedules shall be submitted in writing to the Plan Review Section, which must grant reasonable approval.
- An undisturbed natural vegetative buffer as required by Chapter 50 of the Cobb County Code from the top of each stream bank must be retained and shown on the plan adjacent to state waters in all areas including those within the ARC Chattahoochee River Corridor.
- Rip-rap to have sizes specified by design engineer.
- Show construction outlet location and detail on plan. Specify dimensions and maintenance requirements. Dimensions shall be large enough to fully contain the largest vehicle(s) that may enter the site. A wheel wash down facility may be needed to prevent mud tracking into the paved street. Such mud tracking is not permitted and the developer will be required to maintain the street clean and clear.
- Indicate clearing limits. These should be minimized to retain the maximum vegetative cover possible.
- Provide vegetative plan for temporary and permanent stabilization practices including species, planting dates, seeding, fertilizer, and mulching rates.
- Water quality BMP's as recommended in the Atlanta Regional Commission's Georgia Stormwater Management Manual, Volumes I and II. For any project that requires a land disturbance permit the project shall conform to the following standards:
 - The total impervious surface area within its development, including all public and private structures, roadways, utilities, and other facilities shall not exceed 25% of the total area within the development. The total amount of impervious surface within a development may exceed 25% of this area if the following conditions as required and approved by the Stormwater Management Division Manager shall be met:
 - The total directly connected impervious surface area within the development shall not exceed 15% of the total area within the development. Impervious surfaces can be considered disconnected from the drainage system if the runoff from the impervious surface flows over a

minimum of 25 feet of pervious surfaces (non-concentrated flow) or if the runoff from 1.2" of rainfall is treated by one of the following water quality best management practices as approved by the Stormwater Management Division Manager:

- Wet Ponds (extended detention for less than 20 acres) — ED-micro pool.
- Wetland—constructed
- Infiltration Trenches
- Dry swales
- Sand Filter
- Bio-retention
- Vegetated Filtration Systems
- Any other best management practice approved by the Stormwater Management Division Manager.

General Notes

The following notes must appear on the sediment erosion control plan:

- Additional erosion control devices to be used as required by Cobb County;
- Disturbed areas left idle for more than five days, and not to final grade, will be established to temporary vegetation (Ds2). Mulch, temporary vegetation or permanent vegetation shall be completed on all exposed areas within 14 days after disturbance. All areas to final grade will be established to permanent vegetation immediately upon completion;
- When hand planting, mulch (hay or straw) should be uniformly spread over seeded area within 24 hours of seeding;
- Mulch will be used as a temporary cover. Concentrated flow areas, all slopes steeper than 2.5:1 and with a height of ten feet or greater (does not apply to retaining walls), and cuts and fills within stream buffers, shall be stabilized with the appropriate erosion control matting or blankets.
- A Cobb County Land Disturbance Permit must be displayed on-site at all times during construction and in plain view from a County road or street;
- Erosion and sediment control devices must be installed and inspected prior to any grading on site. Please call with enough lead-time for an inspection to meet your schedule; and
- Sediment and erosion control devices must be checked after each storm event. Each device is to be maintained or replaced if sediment accumulation has reached one-half the capacity of the device. Additional devices must be installed if new channels have developed.

107.06 LANDSCAPE/TREE PLANTING PLAN REQUIREMENTS

All projects which require a Land Disturbance Permit must comply with the Tree Preservation and Replacement Ordinance which establishes that a minimum density of trees be preserved or planted.

Some projects are subject to additional landscape requirements defined by the Cobb County Zoning Ordinance, stipulated as a condition of rezoning, or established as a matter of policy in this document. A landscape plan for these situations must include the following:

- All information required in Section 416.06 (unless included elsewhere in the plans);
- The design shall conform to the specifications set forth in Section 416;
- A delineation and designation of any required landscaped or undisturbed buffers;
- A detail showing a typical profile and plan view of planted buffers indicating the type and spacing of all trees and shrubs; and
- Every effort should be made to landscape so as to minimize all maintenance required - minimize fertilizer, plant food, and herbicide applications. Natural vegetation indigenous to the locale should be promoted; exotic vegetation should be avoided.

107.07 WATER LAYOUT PLAN

Plans submitted for review must contain the following:

- All information required under Section 107.01 (unless included elsewhere in the plans);
- Copies of all off-site recorded easements (water or sewer);
- Site plan of the proposed development, including all future phases showing streets, street names, lot layout (if residential subdivision) or building location (if multi-family, commercial, or industrial), scale, north arrow, land lot lines, and district;
- The initial set of plans shall include a single plan sheet (sheet No. 2) which depicts the entire project layout showing preliminary construction phases;
- Locations, sizes, and materials of existing and proposed water mains, valves, meters, service lines, fire hydrants and other appurtenances on and surrounding the proposed project;
- Minimum scale shall be 1"= 20'; maximum scale shall be 1"= 100';
- The plans must have the seal of the Georgia Registered Professional Engineer or Land Surveyor, who designed the system;
- Show existing fire hydrants on both sides of all entranceways to the property. Commercial property requires a hydrant to be located within 500 feet of the furthestmost portion of structures, measured, as fire equipment would travel, per Section 802.2 of the Cobb County Water Code. Any new hydrant must meet Cobb County Water System specifications and may be required on private property behind a detector-check fire line meter;
- For non-residential subdivisions or structures, note if building is to have installed sprinklers. If domestic sprinkler is used, the installer must be approved by Fire Marshal's Office and be noted on the plans: **"SPRINKLERED PER NFIPA-13-R and/or NFIPA-13"**, whichever standard is applicable;
- For non-residential subdivisions, provide a clear flat (10-foot minimum) access to all parts of the structure;
- Non-residential property may require a fire lane designation. An 8" x 11" drawing (does not have to be to scale) of the site plan must be submitted when the structural plans are submitted for architectural approval;
- Fire flow test results shown on the Water Plan;

- Commercial plans also require 24-hour record of water pressure;
- Proposed sizes, locations, and materials of water mains and service laterals. No other utilities should appear on the water plan layout sheet if such utilities tend to confuse or complicate the plans;
- Location and size of vacuum and air release valves (to be installed at highest points in the system);
- Location of thrust blocks, where needed;
- Specify method and tie-in locations with existing mains;
- Contours in feet above MSL shall be shown on Water Plan. The contour interval shall not be greater than five feet;
- Commercial projects require double backflow devices on domestic mains between the meter and the structure. Note on plans that they are installed by the developer/owner;
- Show nearest valves on the existing main that will need to be closed to make the proposed tie-in and/or the proposed live tap location;
- Show the total square footage under roof for commercial or industrial development; and
- Comply with Section 801.04c of the Water Specification contained in the *"Standards for Residential and Commercial Development in Cobb County"*, which states:
- Show easements or right-of-way dedicated to the County for water lines to serve adjacent properties, also include on final plat.
- **Underground Power Layout Approval Required**
Where underground power service is provided, water system plans will not be approved by Cobb County until the water facilities layout has been reviewed by the power company and a letter so stating is furnished to the Cobb County Water System.

107.07.01 General Water Notes

The following notes shall be on the construction drawings:

- Place the following note on these plans and all future plans: "The Developer and/or Developer's Contractor is responsible for verifying the exact location, size, and material of any existing water or sewer facility proposed for connection or use by this project.";
- A Fire Flow Test is required for all projects. Copies of the Fire Flow Test cover sheet and the 24- hour clock must be shown on the plans for commercial projects; Fire Flow Test cover sheet for subdivision plans. Test cannot be over 6 months old;
- All commercial projects require the installation of double backflow prevention devices by the Owner/ Developer on customer side of all domestic meters. Label and show on plans; and
- Cobb County does not guarantee water service above elevation 1150 MSL.

107.08 SANITARY SEWER PLAN

Plans submitted for review must contain the following:

- All information required under Section 107.01 (unless included elsewhere in the plans);

- Name of the Sewerage Basin(s) within which the proposed development is located (to be provided by Cobb County Water System);
- Proposed sizes, locations, and materials of sewer lines and service lines;
- Commercial plans must show building usage, square feet/seating/number of employees on plan;
- Creek crossings require full scale details at 1" = 20' minimum including piers, collars, and all other appurtenances. Rip-rap and other erosion control devices will be required for all disturbed areas. Provisions shall be required to ensure that any activity which takes place within the creek channel shall have an appropriately designed diversion of creek flows around the affected area until the disturbed stream bed/banks are stabilized;
- Minimum sewer line depth in the roadway will have 72 inches of cover;
- Maximum depth of the sewer line in the roadway is 18 vertical feet. The maximum depth of a sewer line outside of the roadway is 25 vertical feet (see Variance on 410.06);
- The maximum allowable distance between manholes is 350 linear feet (see Variance on 410.06); and
- Ductile Iron Pipe is required for:

All outside drop manholes, last joint of pipe at all drop manholes greater than three feet, when clearances between sanitary sewer and storm drain crossings are two feet or less, or where depth of sewer line is greater than 18 feet or less than three feet of cover. Minimum depth of ductile iron pipe is two feet.

All food service operations are required to install, operate, clean, and maintain sufficiently sized oil and grease separator (grease trap) to prevent obstruction or otherwise interfere with the proper operation of the sanitary sewer collection system and treatment plants. Show easements or right-of-way dedicated to the County for sewer lines to serve adjacent properties, also include on final plat.

- If the project is to be served by an on-site sewage disposal system, an extra set of construction plans must be submitted separately to the Cobb County Office of Environmental Health located at 3830 South Cobb Drive, Suite 102, Smyrna, Georgia. A letter of non-availability from the Engineering/Records Division of the Cobb County Water System must accompany the application for review by the Health Department. Other types of projects requiring the review and approval of this department are listed elsewhere in this document.
- Show all phases of the development. In the event the subdivision is developed in phases, the final construction plans for sewers may be submitted in phases or units. However, at the time the first phase is submitted, the engineer will need to submit one copy of the preliminary layout that demonstrates that the entire development can be served by sewer. The layout should also demonstrate how the sewer could serve surrounding property if extended through the subject property. This layout should show all lines required to serve any lots to be developed and any surrounding property that may be served through the property. The site plan for each phase or unit shall contain a location drawing showing the relationship of the phase or unit to the total project and to the surrounding streets and sewer outfalls.

107.09 SANITARY SEWER PLAN/PROFILE

Plan and profile sheets shall be provided for ***all*** sewers (except service laterals). Profiles should have a horizontal scale of not more than 1" = 100' and a vertical scale of not more than 1" = 10'. The plan view should normally be shown on the same sheet as the profile. Plan and profile views should have line

designations, station numbers, manhole numbers, and any other indexing necessary to easily correlate the plan and profile views.

Plan and profiles shall show the following:

- Location and names of streets, sewers, and drainage easements;
- Line of existing and proposed ground surface, the grade of the sewer between each two adjacent manholes, invert of sewer in and out of each manhole, and surface elevation of each manhole. All manholes shall be numbered on the plan and correspondingly numbered on the profile. The station number shall be shown for each manhole;
- The location and elevation of adjacent parallel streambeds and of adjacent lake surfaces shall be shown on the plan and profile;
- Sizes, locations, and inverts of all special features such as connections to existing sewers, concrete encasement, collar walls, elevated sewers, piers, special manhole covers such as vented outfall or sealed covers, etc.;
- All structures, both above and below ground, which might interfere with the proposed construction, particularly water mains, gas mains, storm drains, utility conduits, etc.; and
- The plans must have the seal of the Georgia Registered Professional Engineer or Land Surveyor who designed the system.

107.09.01 Special Details

Special detail drawings at a scale to clearly show the nature of the design shall be furnished to show the following particulars:

- All stream crossings and storm drain outlets with elevations of the streambed;
- Details of all special sewer joints and cross sections; and
- Details of special sewer appurtenances such as manholes, service connections, elevated sewers, piers, pipe bedding, special highway crossings, railroad crossings, etc.

107.09.02 General Sanitary Sewer Notes

The following notes shall be on the construction drawings:

- The Owner/Developer will be responsible for paying any additional sewer development fees should any portion of this project be used by a high water use tenant such as a restaurant or a coin operated laundry;
- All construction to conform to applicable Cobb County Water System specifications and in accordance with Cobb County Ordinances;
- No permanent structures shall be constructed within ten feet from the edge of a permanent water or sewer easement on front or rear setbacks, or within two feet on side setbacks. (See Cobb County Code Section 3-26-53);
- The developer shall notify the Water System Inspector 24 hours prior to tapping the sewer line;
- Sewer pipe shall have gravel bedding;

- Manufactured specialty transition couplings shall be utilized at locations to connect gravity sewer piping of different materials. Couplings shall be specifically sized to address the variations in pipe diameters and wall thickness. Rigid PVC (C900 DR18 Class 150) transition couplings as manufactured by HARCO Corporation (Product No. 337), Specified Fittings, Inc. or mechanical joint, compact style, ductile iron sleeves (with appropriate transition gaskets) shall be the manner of connection. In the event of pipe materials which do not allow either of these types of transition couplings, flexible, one piece molded neoprene sleeve (with series 300 stainless steel clamps) couplings by Fernco (or equal) shall be provided and installed with a full concrete encasement around the pipe and coupling and extending a minimum of one-foot beyond each of the coupling;
- All tie-ins to existing manholes shall be cored. All manholes require "Kor N Seal" or equal rubber boots. Equal boots must be approved by the Engineering and Records Division prior to use; and.

No lines smaller than six inches shall be tied to a County line or manhole.

107.10 Street Plan/Profile Sheets

Plan and profile sheets shall be provided for all streets.

- All traffic control devices, signs, signals, and markings (striping) to be used shall conform to the requirements of the *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD), latest edition.
- A Georgia Department of Transportation (GDOT) Permit may be required on State maintained routes. Provide a copy of the GDOT approved plan or a letter stating that the permit is not required.

The street plan/profile sheets shall contain at a minimum:

- All information required in Section 107.01 (unless included elsewhere in the plans);
- Provide plans and profiles for proposed streets including intersections (scale to be 1" = 50' or 100' horizontal and 1" = 10' vertical);
- Show and state percent grade of streets and length of vertical curves;
- Minimum stopping sight distance requirements must be satisfied at all vertical curves;
- Proposed vertical curves must be adequate for grades shown;
- Street intersections shall be within 2%± of finished roadway grade elevation;
- Show curve data necessary to reproduce street centerline;
- Show and state design speed;
- Show in table format on plans and on the final plat the length of all proposed roads in linear feet;
- Provide typical roadway cross section and pavement specifications;
- Provide typical cul-de-sac detail which includes right-of-way and pavement radius;
- Provide sidewalks as required by the *Cobb County Sidewalk Ordinance*, latest revision. Show on plans and include detail;

- Provide handicap ramps (per Section 405) at all intersections, driveways, and curb encroachment locations. Show on plans and include detail;
- Show and state all names and right-of-way (existing and proposed) sizes from centerline and pavement widths of all roads, which appear on plans. Designate if any roadways are unpaved or private;
- Provide right-of-way miter with 10-foot legs at all intersections within subdivision. A 20-foot miter is required at major street intersections;
- Developments with roadways requiring accel/decel lanes or one additional lane widening shall require 1:20 scale construction plans for the intersection approaches;
- Dimension improvements (in feet) from street centerline to back of curb;
- Indicate tapers beyond projected property lines or end of accel/decel, as appropriate;
- Tapers are not to be curbed (transition curbing down unless tying to existing curb);
- Show all existing and proposed grades and slopes at maximum 2' contour intervals;
- Provide appropriate spot elevations;
- Clearly indicate curb type to be used and indicate transition locations. Show on plan and include detail;
- All markings to be thermoplastic;
- Depending upon the complexity and size of the development, separate roadway signing, marking, and traffic signal plans may be required;
- All traffic signal plans must be submitted to and approved by the Cobb DOT Operations Division Manager or designee;
- Proposed development must be consistent with Cobb County's Major Thoroughfare Plan and adopted Transportation Improvement Program. Plans are on file with the Engineering Division of Cobb DOT. Note source of information on plans;
- Developer may be requested to bring right-of-way up to minimum requirements as outlined through a Development Agreement in the current Cobb County Major Thoroughfare Plan. Show and state right-of-way as measured from centerline to property line;
- Minimum intersection sight distance (ISD) requirements per Section 401.07.03 must be satisfied in each direction of any proposed access, driveway, or intersection. Show lines of sight on plan view;
- Provide temporary construction exit/entrance detail and show location of access on plans. Minimum ISD requirements must also be satisfied at this location, before construction can begin;

For driveways, the following information shall be shown:

- Show proper widths of all driveways;
- State driveway radius;
- Provide spot elevations from edge of pavement along centerline of proposed drive(s);
- Provide driveway/intersection profiles;
- On one-way drives, show one-way arrows and provide details; and
- Show all streets and non-single family driveways near the proposed access on both sides of the road.

107.10.01 Intersection Sight Distance Plan

When an intersection meets or barely exceeds the minimum intersection sight distance, intersection sight distance information is required and shall include the following:

A plan view of the entrance(s) must be prepared at a scale of 1" = 20' and include all details of road widening, accel/decel lanes, striping, drainage, etc. The plan shall clearly show how the existing drainage can be conveyed through the intersection without draining the runoff through the intersection on the surface. The plan shall clearly show how the water will be directed into the receiving channel downstream. Calculations must be provided to support the design depicted in the plan view.

Plan shall clearly show existing width of pavement, right-of-way on both sides of roadway, and define centerline from which improvements will be referred. Roadway cross-slope and super elevation with appropriate design calculations shall be shown on the plat.

Notes regarding street lighting requirements for new subdivisions and developments should be shown on the drawings in accordance with the Cobb County Street Lighting Ordinance, Section 3-23-41.

107.10.02 General Street Notes

The following notes shall be on the street plan/profile drawings. Additional notes will be required to address specific aspects of the individual development, such as street lighting.

- Construction equipment shall not be parked in required right-of-way and must be stored within the site.
- If medians/islands are to be planted, minimum intersection site distance requirements must be satisfied and will be maintained by the homeowners' association or the developer. These landscape plans must have verification of a minimum site distance.
- Contractor shall restore roadway shoulders to minimum Cobb County specifications.
- Roadway and driveway crossings shall be bored and cased.

107.11 CONSTRUCTION DETAILS

A construction details study shall contain, at a minimum, the following information:

- Water/sewer station;
- DOT typical standard;
- Show 10 foot "No Access Easement" along the rear of all double frontage lots along a classified roadway;
- Show the location of all existing and proposed utilities and easements (aerial and underground). All power poles shall be relocated to within two feet of the required right-of-way. The relocation of the existing pole shall be clearly identified by a proposed pole location on the plan;
- Provide easement agreements for the following:
 - Work in power company easement
 - Work in gas company easement
 - Off-site work
 - Common use of driveways (cross access)
- Provide interparcel access easements;
- Provide the following general notes:
 - The contractor shall maintain driveway access and postal service throughout the duration of the project.
 - The contractor shall restore the roadway shoulders to minimum Cobb County specifications.
 - All roadway and driveway crossings shall be bored and cased.
- ♦ If permission is obtained to open-cut the street for utility installation, the typical street cut repair detail per Cobb County Standards and Specifications must be provided on the construction plans.
- ♦ Construction details for storm drainage systems and appurtenant works shall comply with the latest standards approved and promulgated by the Georgia Department of Transportation in *Standard Specifications (for) Construction of Roads and Bridges*, latest edition;
- ♦ Construction details for dams and appurtenant works shall comply with those promulgated by the U.S. Department of Interior, Bureau of Reclamation in *Design of Small Dams*, latest edition or other accepted design criteria;
- ♦ Where a conflict or difference is identified between the above references and specifics within these standards for Cobb County, these standards for Cobb County shall take precedence over all others; and
- ♦ Where alternate technology, research, etc., provides a potentially workable solution not addressed herein or as a replacement for the standard herein, the project specific design professional may present a case for the alternate to the Cobb County Water System Director, who on the basis of the proven alternate well documented, may grant approval for the use of same.

107.12 HYDROLOGY REPORT

The site hydrology study shall contain, but not be limited to, the following information and data:

- ♦ The hydrology study must be prepared by a Professional Engineer or Landscape Architect. The seal and signature of the design professional must be located on the cover sheet of the study;
- ♦ Narrative explaining the rationale and method used in design;
- ♦ Drainage Area Map showing all drainage basins and sub-basins. Drainage basins shall be clearly labeled and correlate to basin identifiers used in the study;
- ♦ The Drainage Area Map shall show the direction of flow and acreage of drainage area for stormwater entering and exiting the site;
- ♦ A summary shall be provided to show pre-development, post-development flows for the 2-, 5-, 10-, 25-, 50-, and 100-year storm events;
- ♦ Allowable discharge from the site shall consider downstream conditions. Explain impact on lower adjacent properties. Describe the condition of the downstream receiving the concentrated discharge from the site; Assess the impact to a point where the developed property is 10% of the total drainage area or the next downstream construction whichever is smaller.
- ♦ On-site and off-site drainage areas shall be clearly defined in the study and be consistent with the Drainage Area Map;
- Drainage areas that bypass detention in a developed state demonstrate how these flows are managed to a pre-development rate. Developed runoff must not increase at points where the flow is to exit along the subdivision boundary;
- ♦ Maximum pre-development runoff coefficient used to determine the peak runoff by the rational method shall be 0.30. The rational method cannot be used for drainage areas that exceed 50 acres.
- Minimum time of concentration. A five-minute concentration time may be used for subdivisions/developments of less than one acre;
- Stormwater must be managed to pre-development rates; and
- Demonstrate how the discharge velocities from the stormwater management structure are dissipated to non-erodible velocities before the runoff exits the subdivision boundary. The outlet from the detention structure must be located a minimum distance from the project boundary to provide adequate dissipation of energy. Under no circumstances shall the outlet be any closer than ten feet to the subdivision boundary.
- Water quality BMP's as recommended in the Atlanta Regional Commission's Stormwater Management Manual, Volumes I and II. For any project that requires a land disturbance permit the project shall conform to the following standards:
 - ♦ The total impervious surface area within its development, including all public and private structures, roadways, utilities, and other facilities shall not exceed 25% of the total area within the development. The total amount of impervious surface within a development may exceed 25% of this area if the following conditions as required and approved by the Stormwater Management Division Manager shall be met:

- ♦ The total directly connected impervious surface area within the development shall not exceed 15% of the total area within the development. Impervious surfaces can be considered disconnected from the drainage system if the runoff from the impervious surface flows over a minimum of 25 feet of pervious surfaces (non-concentrated flow) or if the runoff from 1.2" of rainfall is treated by one of the following water quality best management practices as approved by the Stormwater Management Division Manager:
 - Wet Ponds (extended detention for less than 20 acres) — ED-micro pool.
 - Wetland—constructed
 - Infiltration Trenches
 - Dry swales
 - Sand Filter
 - Bio-retention
 - Vegetated Filtration Systems
 - Any other best management practice approved by the Stormwater Management Division.

107.13 SITE PLAN TO SATISFY REQUIREMENT OF FLOOD PREVENTION ORDINANCE

The following information shall be shown on the required site plan:

- Land lot, district, subdivision name, and street address;
- Drawing scale not less than 1" = 100';
- House location indicating the lowest footing elevation;
- Location of streams, lakes, buffers, etc.;
- Any drainage structures (i.e., pipes, headwalls, etc.);
- The plan should show existing and proposed contours to indicate that the proposed construction will not result in excess fill material being placed below the 100-year flood elevation;
- The 100-year flood contour;
- Any plan for a building site outside of a developed subdivision, or deviation from the subdivision design, must be prepared by a licensed surveyor, landscape architect, or civil engineer; and
- If the site preparation is consistent with the subdivision design, no professional seal will be required on the site plan. Inaccurate sketches that are not to scale will not be acceptable.

108 STRUCTURAL PLAN REVIEW DOCUMENTS

108.01 BUILDING, FIRE, & LIFE SAFETY CODES

Cobb County has adopted the following building, fire, and life safety codes which must be adhered to in conjunction with any structural plan submitted:

- 2000 Standard Building Code
- 2000 Standard Mechanical Code
- 2000 Standard Gas Code
- 2000 Standard Plumbing Code
- 2002 National Electric Code
- 2000 One and Two Family Building Code
- 1994 Standard Swimming Pool Code with 1992 and 1993 revisions
- 1990 Cobb County Code Chapter 18
- 1997 Georgia State Handicap Code - ANSI A117.1 (1991 edition effective 1-1-94)
- 2002 CABO Energy Code
- 1997 Life Safety Codes and Modifications
- 1994 Fire Prevention Code
- 1994 O.C.G.A. for Existing Buildings 8-3-1 et seq.

All of said codes are hereby adopted including any and all amendments as may be made from time to time by the Board of Commissioners of Cobb County.

108.01.01 Building Code Inspections

The Cobb County Building Code requires the following inspections:

- Footings and/or foundations (also on commercial slabs): Must be passed before pouring concrete.
- Water Proofing/Damp Proofing: Where required must comply with Section 1312, S.B.C.
- Sewer: Must be passed before sewer to building connection is covered.
- Under Slab Rough (Applicable only when electrical, plumbing, heating, or air conditioning items are placed under or inside poured concrete): Must be passed before pouring concrete.
- Electrical Rough: Must be passed before any insulation or sheetrock can be installed over plumbing items.
- Plumbing Rough: Must be passed before any floor insulation or sheetrock can be installed over plumbing items.
- Heating, Ventilation, and Air Conditioning Rough: Must be passed before ducts can be covered with wall insulation and/or sheetrock.
- Prefab Fireplace Rough: Must be passed before closing front opening around fireplace items.

- Framing: Must not have insulation in walls and inspection must be passed before sheetrock can be installed.
- Electrical Final: Must be passed before electricity can be turned on.
- Heating, Ventilation, and Air Conditioning Final: Must be passed before gas can be turned on.
- Plumbing Final: Must be passed before Final Building Inspection.
- Building Final: Must be passed before the Certificate of Occupancy is issued.
- All freestanding buildings, condominiums, and apartments must receive approvals, inspections, and releases from all and any other affected agencies/departments/divisions before a Certificate of Occupancy can be issued by the Inspection Division.

The Fire Marshal's office shall make a final inspection and release before a Certificate of Occupancy is issued on apartments.

Any work done in advance of the above inspections, which inhibits inspections from being conducted, WILL BE ORDERED REMOVED! No letters, indemnity agreements, or other substitutes will be accepted if a building is occupied before the Building Inspections Division has completed final inspections and issued a Certificate of Occupancy. The occupants may be required to vacate the premises until the Certificate of Occupancy can be issued.

108.02 PLAN INFORMATION REQUIREMENTS

The minimum information required to be shown on building plans submitted for review and approval:

- Project name;
- Builder's name, address, and phone number;
- Owner's name, address, and phone number;
- Appropriate design professional's name, address, and phone number;
- Location/vicinity map;
- Land Lot(s) and District;
- Scale (minimum scale 1" = 100');
- Any zoning/variance stipulations or conditions relating to architectural controls;
- Appropriate design professional's seal;
- 24-hour emergency contact name and number in bold type (no smaller than 20 point type);
- The following notes shall appear in **red**:

This project may be subject to the architectural standards of the Americans with Disabilities Act of 1990 (The ADA), and as amended from time to time. Issuance of a building permit does not certify compliance with the Federal law. Copies of the guidelines and information concerning the ADA may be obtained through the Architectural and Transportation Barriers Compliance Board, (202) 653-7834 (Voice/TDD) or (800) USA-ABLE. Failure to comply with the ADA may result in federal fines and penalties.

108.03 SINGLE FAMILY/RESIDENTIAL PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with the Permitting Section of Development and Inspections Division.
- Proof by contractor of business license as may be required by local and state laws. In the event an individual is constructing his/her own home, no business license shall be required.
- Cobb County Code Compliance Bond in the amount of \$10,000 (NOTE: Business License and Bond must read exactly the same.)
- Proof of payment for water and sewer or on-site sewer management system fees.
- Approval from:
 - Development & Inspections Division
 - Planning Division
 - Zoning Division
 - Business License Division
 - Water System
 - Office of Environmental Health
 - Department of Transportation
- Approved site plan showing setbacks and any sanitary or drainage easements and setbacks.

108.04 RESIDENTIAL ACCESSORY STRUCTURE PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with the Permitting Section of Development and Inspections Division.
- Proof by contractor of business license as may be required by local and state laws. In the event an individual is constructing his/her own home, no business license shall be required.
- Cobb County Code Compliance Bond. See Sample Bond. (NOTE: 1. Homeowners will be allowed to permit up to \$ 10,000 per year without bond requirements. 2. Business License and bond must read exactly the same.)
- Approvals from:
 - Development & Inspections Division
 - Planning Division
 - Zoning Division
 - Business License Division
 - Water System
 - Office of Environmental Health
 - Department of Transportation

Approved site plan showing setbacks and any sanitary or drainage easements and setbacks.

108.05 APARTMENT AND CONDOMINIUMS PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Approved site plan as set forth in Section 102.
- Street address from the Site Plan Review Section.
- A minimum of four sets of complete plans as required under Section 102.04, which include structural, architectural, plumbing, electrical, and HVAC drawings. See State of Georgia Disabilities Act.

- Approval by Fire Marshal for apartments.
- Proof of a business license by contractor, as required by local and state law.
- Cobb County Code Compliance Bond in the amount of \$10,000. (NOTE: The Business License and the bond must read exactly the same.)
- Proof of payment for water and sewer fees.
- Approvals from:
 - Development & Inspections Division
 - Planning Division
 - Zoning Division
 - Business License Division
 - Water System
 - Office of Environmental Health
 - Department of Transportation

Grading Permit (**NOTE: NOT TO BE CONFUSED WITH LAND DISTURBANCE PERMIT**). All erosion control measures and other requirements of the approved site plan must be installed, constructed, and inspected by the Site Inspections Section.

For permit approval purposes, apartments and condominiums shall be reviewed under the currently adopted Standard Building Code.

The amount of time required for Structural Plan Review varies with complexity of plans. A minimum of five working days is usually required. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.06 FEE SIMPLE TOWNHOUSE PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with the Structural Plan Review Section.
- Complete site plan as set forth in Section 102.
- Street addresses will be shown on final plat.
- A minimum of four sets of complete plans as required under Section 102.04, which include structural, architectural, plumbing, electrical, and HVAC drawings. See State of Georgia Disabilities Act.
- Proof of a business license by contractor, as required by local and state law.
- Cobb County Code Compliance Bond in the amount of \$10,000. (NOTE: The Business License and Bond must read exactly the same.)
- Proof of payment for water and sewer fees.

- Approvals from:

- | | |
|--------------------------------------|----------------------------------|
| ➤ Development & Inspections Division | ➤ Water System |
| ➤ Planning Division | ➤ Office of Environmental Health |
| ➤ Zoning Division | ➤ Department of Transportation |
| ➤ Business License Division | ➤ Fire Marshal |

Grading Permit **(NOTE: NOT TO BE CONFUSED WITH LAND DISTURBANCE PERMIT.)** All erosion control measures and other requirements of the approved site plan must be installed, constructed, and inspected by Site Inspections Section.

For permit approval purposes, Fee Simple Townhouses shall be under the currently adopted Standard Building Code.

The amount of time required for Structural Plan Review varies with complexity of plans. A minimum of five working days is usually required. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.07 TENANT SPACE PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Street address from the Site Plan Review Section.
- One set of proposed floor plans, as well as floor exiting plans.
- Approval by Fire Marshal, Zoning Division, Structural Plan Review Section (for all occupancies), and Water System for hair salons and coin operated laundries required.
- Approval by Health Department, State Agricultural Department, and Water System for any food service.
- Proof of payment of water and sewer fees. Please note with certain large water consumption users (beauty shop, food service, or laundry), additional sewer fees may be required.
- Proof of a business license by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: The Business License and the bond must read exactly the same.)
- Completed subcontractors' information form filed with the Business License Division.

Plan review time varies with complexity of plans. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.08 ALTERATION PERMITTING PROCESS

- All information required under section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Complete site plan under Section 102, signed by the Plan Review Committee when doing exterior renovations.

- Street address from the Site Plan Review Section.
- A minimum of four sets of complete plans. Plans are to show scope of work in regards to structural, architectural, plumbing, electrical, and HVAC drawings.
- When construction cost exceeds 40% of valuation or a change in occupancy occurs, the entire structure must be upgraded to current codes.
- Approval by Health Department, State Agricultural Department, Fire Marshal, and Water System for any food service.
- Approval by Fire Marshal.
- Proof of a business license by contractor.
- Completed subcontractor information form filed with the Business License Division.

Plan review varies with complexity of plans. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.09 FREE STANDING BUILDING AND ADDITION PERMITTING PROCESS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Complete site plan under Section 102 signed by the Plan Review Committee.
- Street Address from the Site Plan Review Section.
- A minimum of four sets of complete plans, which include: structural, architectural, plumbing, electrical, and HVAC drawings. See Disabled Persons Requirements, Section 405.
- Approval by Health Department, Water System, and State Agricultural Department for food services.
- Approval by Fire Marshal.
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: Business License and the bond must read exactly the same.)
- Proof of payment for Water and Sewer or On-Site Sewage Management System Fees.
- For sprinkler systems meeting the requirements of NFPA, some exceptions to the Building Code may be allowed.
- Grading Permit **(NOTE: NOT TO BE CONFUSED WITH LAND DISTURBANCE PERMIT.)** All erosion control measures and other requirements of the approved site plan must be installed, constructed, and inspected by the Development and Inspections Division and/or other stipulated agencies/departments/divisions/sections prior to issuance of building permit.
 - A list of all subcontractors must be furnished to the Building Inspections Section.

Plan review time varies with complexity of plans. A minimum of five working days is usually required. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.10 FAST TRACK PERMITTING PROCESS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Complete site plan under Section 102 signed by Plan Review Committee.
- Street address from the Site Plan Review Section.
- A letter of vested interest from the property owner on County approved form.
- One complete set of structural drawings sealed by the architect, if required by code, and a preliminary set of architectural drawings.
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: The business license and bond must read exactly the same.)
- Proof of payment for Water and Sewer or On-Site Sewage Management System Fees.
- Grading Permit **(NOTE: NOT TO BE CONFUSED WITH LAND DISTURBANCE PERMIT.)** All erosion control measures and other requirements of the approved site plan must be installed, constructed, and inspected by the Development and Inspections Division and/or other stipulated agencies/departments/divisions/sections prior to issuance of building permit.
- A list of all subcontractors must be furnished to the Building Inspections Section.
- Payment of building permit in full.

NOTE: All architectural and/or engineering plans must be presented for review prior to proceeding with construction past footing, foundations, and/or slabs.

108.11 FIRE DAMAGE REPAIR PERMITTING PROCESS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review.
- Street address from the Site Plan Review Section.
- Approval from Zoning Division and Fire Marshal (except for detached single family).
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: The business license and bond must read exactly the same.)

- All plumbing and electrical systems within the structure shall be checked, repaired, or replaced as necessary under current codes.
- Any charred wood must be replaced.
- Any damaged structural members may require an engineer's report and/or replacement.
- All smoke-damaged components shall be properly treated.
- If the cost of repairs exceeds 50% of the value of the building, the building must be upgraded to current codes.
- All HVAC systems within the structure shall be checked, resealed, or replaced if necessary.
- A list of all subcontractors must be furnished to the Building Inspections Section.

NOTE: ALL PERMITS ARE ISSUED SUBJECT TO FIELD INSPECTION.

Any code violations found by the building inspector must be repaired before the building can be occupied.

108.12 SATELLITE DISH PERMITTING PROCESS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Street address from the Site Plan Review Section (unless already existing).
- Approval from the Zoning Division.
- Two sets of approved site plans.
- Dish attached to building must have footing detail, if applicable.
- Ground mounted dish must have footing detail.
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: The business license and the bond must read exactly the same.)
- A list of all subcontractors must be furnished to the Building Inspections Section.

Plan review time varies with complexity of plans. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.13 Free Standing Sign Permitting Process

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with the Permitting Section.
- Street address from the Site Plan Review Section.
- Two sets of approved site plans.
- Two sets of footing details.
- Any sign over 35 feet in height must have plans SEALED by a Georgia Registered Engineer.
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: The Business License and bond must read exactly the same.)
- A list of subcontractors must be furnished to the Building Inspections Section.

Plan review time varies with complexity of plans. Plans are reviewed by appointment only. Walk-ins will be given appointments as time permits.

108.14 TEMPORARY TENT PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with and approved by the Zoning Division and Fire Marshal.
- Street address from the Site Plan Review Section.
- Proof of flame retardant compliance.
- Proof of liability insurance in the amount of \$100,000.
- Notarized letter from property owner/agent where tent is to be installed.
- Proof of Cobb County Business License.
- Tent permits are limited to 14-day maximum use. Extensions require approval from the Zoning Division and the Development and Inspections Division.
- A list of subcontractors must be furnished to the Building Inspection Section.

108.15 DEMOLITION PERMITTING REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review.
- Historic Preservation Planner to approve this permit for **any** building, not just historic.

- Street address from the Site Plan Review Section.
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. See Sample Bond. (NOTE: The business license and the bond must read exactly the same.)
- Property owners will be allowed a day labor permit without Business License and Code Compliance Bond, with proof of ownership and property is not covered under County, State, or Federal Historic Designation.
- Notarized letter from property owner giving permission for demolition.
- A list of subcontractors must be furnished to the Building Inspections Section.

108.16 SWIMMING POOL REQUIREMENTS

- All information required under Section 108.02 (unless included elsewhere in the plans).
- Completed application filed with Structural Plan Review Section.
- Street address.
- Proof of Cobb County Business License by contractor.
- Cobb County Code Compliance Bond in the amount of \$10,000. (NOTE: The business license and bond must read exactly the same.)
- Approved site plan by Planning Division and Zoning Division.
- Approved site plan by Community Development Agency and Cobb County Water System, if permanent easements show on plat.
- Subcontractor information.
- All swimming pools, with a depth of more than 24 inches, shall comply with the 1994 Standard Swimming Pool Code.
- Swimming pool backwash may connect to sewer system. In the event it is determined that swimming pool backwash cannot be discharged without damage to the environment, the swimming pool backwash may be connected to the wastewater collection system under the following circumstances:
 - There must be a minimum of a 3-inch atmospheric break between the sewer service and the backwash discharge line.
 - The sewer service line accepting the discharge must be one standard pipe size larger than the backwash discharge line or a minimum of 4 inches, whichever is greater.
 - The discharge connection to the wastewater collection system must be located in the housed backwash facility and protected from any surface drainage or runoff in accordance with Cobb Code Section 3-26-48.

- Swimming pools connected to the wastewater collection system must be paying monthly sewer rates to Cobb County Water System and will not be eligible for the annual sewer credit offered for swimming pool filling. This shall not apply to the initial filling of the swimming pool.
- All proposals for the backwash connection to the wastewater collection system must be shown on the site plans submitted for Site Plan Review and on the construction drawings submitted to Structural Plan Review for permit issuance.
- Approved plat or site plan by the Office of Environmental Health, as required.

Office of Environmental Health Requirements:

Except for pools serving two or less private residences, it shall be unlawful for any person to operate a swimming pool in Cobb County, Georgia, without having applied for and obtained a valid permit issued by the Health Department. All pools proposed to be constructed on premises utilizing individual on-site sewage management systems must be approved by the Health Department prior to construction.

Construction Approval

Upon request, the Health Department shall provide application forms for approval to construct, alter, or reconstruct a swimming pool. All applications shall be submitted in duplicate together with a complete set of detailed plans and specifications. Except for pools serving a private residence, all plans must be submitted to the Health Department at least ten days prior to the anticipated date for beginning construction. Allow five working days for completion of the plan review.

- Plans and Specifications: All drawings, specifications, and data shall be prepared by a design professional and shall bear the registration stamp and number of said person, except plans for a private, residential pool serving two or more single family residences. Three sets of plans and specifications shall be drawn to scale and shall be accompanied by complete specifications to permit a complete review of the plans, and shall include:
 - a plan and sectional view with all the necessary dimensions of both the pool and surrounding area;
 - complete site drainage details including diversion ditches for surface run-off;
 - a piping diagram showing the appurtenances, including treatment facilities in sufficient detail;
 - specifications shall contain details of all treatment equipment, including performance characteristics of pumps, chlorinators, chemical feeders, filters, strainers, interceptors, and related equipment; and
 - all swimming pools, including adjacent wading pools, shall be provided with a recirculation and filtration system.

Any additional data required by the Health Department for the purpose of clarification, anticipated use, or to support any changes in design or scope of the project must be submitted prior to issuance of a permit to construct. Maximum bathing load must be stated on the plans.

A permit to construct, alter, or modify a pool shall be issued only after a review of the plans and specifications indicates compliance with these regulations.

Payment of the plan review fee shall be remitted with the application to construct and all relevant plan review fees must be paid prior to issuance of a permit to construct.

The owner or agent for the owner may request a preliminary review of the plans by the Health Department without obtaining a permit to construct the pool. A fee may be charged for this consultation service.

All contractors shall have a current business license. The general contractor and subcontractors performing electrical, heating, and plumbing work shall have a current license by the appropriate governmental jurisdiction. All work must be inspected and approved by the Development and Inspections Division prior to final approval by the Health Department.

All piping shall be water-pressure tested to a minimum of 50 psi for a minimum of 30 minutes. The results of these tests shall be submitted to the Health Department.

If construction is not commenced within one year from the date of approval, the construction permit becomes invalid and the project must be resubmitted to the Health Department.

Operation Approval

Application for permit to operate a pool shall be made on forms provided by the Health Department. The application shall be prepared in duplicate. The original shall be forwarded to the Health Department and a carbon copy retained by the applicant. Application shall be made at least ten days prior to the anticipated date of opening.

Operational permits shall expire annually on the date indicated on the permit. Only persons who comply with all provisions of this regulation shall be entitled to receive and retain a permit.

A permit fee shall be remitted with the application to operate and all pertinent fees must be paid in full prior to issuance of an operational permit.

Inspection by the Office of Environmental Health

Periodically, the Health Department shall inspect every operating pool located in Cobb County, Georgia.

Administration and Enforcement by the Office of Environmental Health

Variance

These regulations shall be administered by the Health Department, who has the authority to grant a variance from the requirements of these regulations as follows:

- Where it is demonstrated to the satisfaction of the Health Department that strict compliance with the standards would result in practical difficulty to or undue hardship upon the property owner due to special conditions or causes;
- Where the public or private interest in the granting of the variance is found by the Health Department to clearly outweigh the interest of the application of uniform rules; and
- Where such alternative measures are provided which in the opinion of the Health Department will provide adequate public health and safety protection.

In granting a variance, the Health Department may attach thereto any conditions, which may be deemed advisable so that the purpose of these regulations will be served, public health, safety, and welfare secured.

An operational permit may be temporarily suspended by the Health Department upon the violation by the holder of any of the terms of this regulation or revoked after an opportunity for a hearing by the Health Officer upon severer or repeated violations. The Health Department may post signs prohibiting use of the pool at any pool deemed to be unsanitary or unsafe. Signs shall be removed by the Health Department only. No person may enter the pool enclosure.

The administration and enforcement of these rules and regulations shall be as prescribed in the Official Code of Georgia, Annotated Chapter 31-5.

108.17 STRUCTURAL RETAINING WALLS PERMIT REQUIREMENTS

When permanent grades are proposed with a resulting slope steeper than one-foot vertical for every two feet of horizontal displacement (2:1), an appropriate retaining structure shall be designed to reinforce or retain the resulting embankment. The structure shall be designed by a registered professional engineer to be constructed of reinforced concrete as defined and specified by standards of the reinforced concrete. Initiate latest revision OSHA, or as may be amended from time to time. An engineered design may be substituted for the reinforced concrete design if the specific vendor has a pre-qualified acceptance from the Manager of Development and Inspections. All structural components of the wall shall meet the minimum building codes for the proposed use.

When the necessity for an earth retaining structure is required for a vertical displacement of 30 inches or less, appropriate landscaping timbers or approved equal, may be employed if no permanent structure is supported by the soil retained by the retaining wall. The use of railroad cross ties or other timber product will only be allowed in these instances as per detail.

All wall designs must demonstrate complete dimensions for line and grade. Wall design will consider foundation drainage and select backfill material for the proposed conditions.

Walls shall be located in such a fashion as to not encroach upon existing or proposed drainage easements or drainage courses or floodplains to encumber the natural flow of surface runoff of stormwater. Walls shall be located at a distance from such watercourses to allow for anticipated future maintenance of the easement to prevent a safety hazard to the maintenance workers or to jeopardize the structural integrity of the wall.

Walls that are not attached to the permitted structure and require a foundation shall be permitted as a freestanding structure and shall be inspected as prescribed by the permitting procedure. Walls will be inspected for conformance with the approved design. Any deviation from the approved design will require the engineer of record to submit a certification of the non-conforming structure along with supporting calculations to indicate that the construction is consistent with the initial design parameters. In the event the inspector has not been provided ample opportunity to inspect the structure, the contractor must provide a certification of the construction by the engineer of record and geotechnical reports for concrete testing for strength, reinforcing steel specifications. Failure to comply with the requirements of this section will require that the remaining work cease and/or removal of nonconformance until the adequacy of structural integrity be demonstrated to the satisfaction of the Manager of Development and Inspections.

Retaining walls that are proposed for the purpose of stormwater detention must be designed to demonstrate that the walls are capable of a hydrostatic load as measured from the top of the foundation footing to the highest elevation along the top of the wall. The hydrological design must allow for a free board dimension of one foot and an emergency overflow capacity equal to the

allowable peak discharge for the 100-year storm event. The routing calculations should not take into account the existence of the emergency overflow. Place the overflow device above the projected 100-year flood elevation within the detention area. The structure shall also be required to meet the requirements of Section 409.

108.18 FOOD SERVICE REQUIREMENTS

These rules and regulations shall have application to any food service establishment which means establishments for the preparation and serving of meals, lunches, short orders, sandwiches, frozen desserts, or other edible products. The term "food service establishment" shall not mean a "food sales establishment" as defined in Code Section 26.2-21, O.C.G.A., which does not provide seating or facilities for consumption of food on the premises.

Application/Permit Process

Food Processing Establishments are regulated by the:

Georgia Department of Agriculture
19 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334
Telephone: (404) 656-3627

All food related activities including plan review, permitting, and inspections are the responsibility of the Georgia Department of Agriculture.

Food Sales Establishments are regulated by the:

Georgia Department of Agriculture
19 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334
Telephone: (404) 656-3630

All food related activities including plan review, permitting, and inspections are the responsibility of the Georgia Department of Agriculture. However, food sales establishments providing seating for the consumption of food on the premises are required to be approved, permitted and inspected by the Cobb County Board of Health. See below section for the requirements.

- Food Service Establishments are regulated by the Cobb County Board of Health.
- Plans and specifications must be submitted for review and approval when a food service establishment is constructed or extensively remodeled, or when an existing structure is converted to use as a food service establishment.
- Five sets of plans and specifications must be submitted to the Health Department at least 14 days prior to beginning construction. The plans should be drawn to a minimum scale of $\frac{1}{4}'' = 1'$ and should include the proposed layout, construction materials, mechanical plans, and the type and model of proposed fixed equipment and facilities.
- A plan review fee is due when the plans are submitted. Allow three working days for completion of the plan review.
- The plans must be approved by the Health Department and Fire Marshal prior to the beginning of construction.
- The management of new food service establishments or existing food service establishments which change ownership, location, or plan to open must submit a permit application at least ten days prior to the anticipated date of opening, change in ownership, or change in location.

- A pre-opening inspection must be completed by the Health Department prior to the opening of new establishments and before changes in ownership of existing establishments to determine if the facility is in compliance with current regulations.
- After completion of an inspection by the Health Department, which reveals compliance, the establishment is approved to open provided that applicable fees are paid and applications are completed. The food service permit will be forwarded by mail to the management.

Inspections

Frequency of Inspections

An inspection of a food service establishment shall be performed at least twice annually by the Cobb County Water System. Compliance with County ordinance, including grease trap maintenance, is required. Additional inspections of the food service establishment shall be performed as often as necessary for the enforcement of this section.

Access

Representatives of the Health Department, after proper identification, shall be permitted to enter any food service establishment or operation at any reasonable time for the purpose of making inspections to determine compliance with this section. Should access be denied, an inspection warrant may be obtained as authorized in O.C.G.A., Chapter 31-5, Article 2.

Report of Inspection

When the Health Department makes an inspection of a food service establishment or operation, the findings shall be recorded on an inspection report form provided for this purpose. Upon the completion of the inspection, the evaluating official shall have management or its representative sign the inspection report form. Management's signature shall not necessarily indicate agreement with the findings noted on the inspection form. The most current inspection report shall be posted in public view.

Administration and Enforcement

Issuance

Permits shall be issued by the Health Department. Such permits shall be valid until suspended or revoked.

Suspension or Revocation

The Health Department shall have the power and authority to suspend or revoke permits for failure to comply with the provisions of this section. When an application for a permit is denied or the permit previously granted is to be suspended or revoked, the applicant or holder thereof shall be afforded notice and hearing as provided in O.C.G.A., Section 31-5, Article 1. If an application is denied or a permit suspended, or revoked, the applicant or holder of the permit must be notified in writing, specifically stating any and all reasons why the action was taken.

Notice of Hearing

For the purpose of this section, a notice of hearing is properly served when delivered in person or by registered or certified mail.

108.19 PERSONAL CARE HOMES

These rules and regulations shall have application to a building or group of buildings, a facility, or place in which is provided two or more beds and other facilities and services, including room, meals, and personal care for non-family ambulatory adults for which a fee for room and board is charged. However, these rules and regulations do not apply to facilities owned or operated by the federal government.

Application/Permit Process

General Requirements:

- Initial contact is usually made from persons interested in operating a Personal Care Home. Environmentalists should be on the alert for facilities operating in the community which may fall in the definition of Personal Care;
- Obtain the person's name, address, and phone number;
- Determine the type of program being considered (family, group, or congregate). Thoroughly explain each;
- The applicant should be referred to the local Zoning Board, for approval/consideration;
- If they are building, remodeling, or renovating, refer them to the appropriate agency/department/division/section: Building Inspections, Fire Marshal, Water System; and
- Give the applicant the packet of Personal Care Home, criminal records check information, copies of resident Bill of Rights, Admission Agreement, resident information, and a copy of the Rules and Regulations for Personal Care Homes.

Permitting:

- The applicant must supply a copy of the inspection report from the local fire department, building inspections, or Certificate of Occupancy jointly issued by the Fire Marshal and Building Inspections Division (whichever is appropriate), floor sketch of home (group or congregate), and criminal records check application.
- The Environmental Health Specialist will submit the above information along with the original copies of all inspections and recommendations to the State Environmental Health Section, Personal Care Home Program of the Department of Human Resources through his/her supervisor, and the program manager.
- The Environmental Health Specialist will make copies of all information relative to the proposed home and maintain complete file on said home.
- Two types of permits can be recommended:
 - Regular Permit
 - Provisional
- "Regular Permit" means authorization granted by the Permitting Section of the Community Development Agency's Development and Inspections Division to any personnel or persons to operate a Personal Care Home; such a permit signifies satisfactory compliance with these rules and regulations.

- "Provisional Permit" means authorization granted by the Permitting Section of the Community Development Agency's Development and Inspections Division to a person or persons to operate a Personal Care Home on a conditional basis to allow a newly established personal care home a reasonable but limited period of time to demonstrate operational procedures in satisfactory compliance with these rules and regulations, or to allow a personal care home a specified length of time to comply with these rules and regulations, provided said personal care home shall first present an acceptable plan or improvement.

Inspections:

Personal Care Homes shall be inspected twice yearly at a minimum. Two inspections should be done each year; one announced and one unannounced, if time allows.

Administration and Enforcement:

Waiver of Rules:

Community Development may waive any rule for a stated period of time when it can be shown that the specific rule is not applicable or the waiver is needed to permit experimentation and demonstration of new and innovative approaches to the delivery of services. Results of experimentation and demonstration projects shall be submitted to the Department as prescribed by the plan under which the waiver is approved. The Department will maintain a record of and make available to interested persons information on all waivers granted under this rule.

Deemed Status:

Any facility which offers personal care in addition to other services and which has been approved or licensed by an agency in accordance with specific rules and regulations or standards which are acceptable to the Department and which place no less stringent requirements than are outlined herein, may apply for deemed status as having met the requirements of these rules and regulations.

Enforcement:

A personal care home, which fails to comply with these rules and regulations, shall be subject to revocation of its permit or provisional permit and/or other sanctions provided by law. The enforcement and administration of these rules and regulations shall be as prescribed in Chapter 88-3 Enforcement and Administrative Procedure, the Georgia Health Code, Acts 1964, pp. 499 and 518, which includes provision for:

- the misdemeanor penalty for violations of rules and regulations promulgated under this title;
- injunctive relief under appropriate circumstances; and
- the due process requirements of notice, hearing, and appeals.
- Upon final determinations that a home does not comply with these rules and regulations, the Department will: *continued next page*

- inform all residents in writing of the standard not being met;
- provide all residents with a list of approved facilities and agencies which will help them to relocate; and
- provide the residents a minimum of 30 days in which to relocate if they wish before the Department reports to the Regional Office of the Social Security Administration the name and address of the home, which no longer meets these standards and the effective date of the determination.

108.20 TRAILER PARKS

These regulations apply to any property where two or more trailers are parked for residential purposes.

Application/Permit Process

Permit required: Any person operating a trailer park shall possess and display permanently a valid permit issued by the Health Department.

Application for permit to operate a trailer park must be made in duplicate on forms provided by the Department.

To be eligible for a permit, the trailer park shall be in satisfactory compliance with these rules and any laws or regulations applicable to trailer parks, but the enforcement of which is the responsibility of an agency/department of government other than the Health Department.

A permit shall not be transferable with respect to person or location.

Plan Review

A minimum of two sets of plans needs to be provided for review and approval. Allow at least five working days for review of plans.

Inspection

All trailer parks shall be subject to inspection at reasonable hours and as often as deemed necessary by the Health Department to ensure adequate compliance with the provisions of these rules.

Each inspection report shall show compliance or non-compliance with this rule and shall show the corrective measures to be taken, and under "Remarks" shall show the date when it is anticipated such corrections are to be completed. This report shall show the date of inspection and shall bear the signature of the inspector and the signature of the person with whom the inspection was discussed.

Administration and Enforcement

Penalties. These regulations shall be enforced under Code Section 88-301 and 88-302, Georgia Laws of 1964.

108.21 TOURIST COURTS

These rules and regulations apply to any facility consisting of two or more rooms or dwelling units providing lodging and other accommodations for tourists and travelers including tourist courts, tourist cottages, tourist homes, trailer parks, trailer courts, motels, motor hotels, hotels, and any

similar place by whatever name called and any food, beverage, laundry, recreational, or other facilities/establishments operated in conjunction therewith.

Application/Permit Process

Any person operating a tourist court shall possess a valid permit issued by the Health Department. The permit must be framed and publicly displayed at all times. The permit is not transferable with respect to person or location.

To be eligible for a permit to operate a tourist court, the tourist court must be in satisfactory compliance with these rules and regulations and the provisions of law which apply to the location, construction, and maintenance of tourist courts and the safety of persons therein. A permit shall not be issued unless the owner/operator of the tourist court has paid any and all applicable fees for services.

Application for permit to operate a tourist court must be made in duplicate on forms provided by the Community Development Agency. Application forms shall be completed in all details and signed by the applicant or his/her authorized agent and submitted to the Agency together with plans and specifications at least ten days prior to the beginning of operation.

Upon receipt of any application for permit to operate a tourist court, the Health Department shall review the application and shall take such action relative to approval or denial of said application. The permit or a statement of reasons for denial thereof shall be forwarded to the tourist court applicant by the Health Department within 30 days of receiving said application for permit.

Plan Review

When a tourist court is hereafter constructed or remodeled or an existing structure is converted for use as such, properly prepared plans and specifications for such construction, remodeling, or alteration, showing layout, arrangement, and construction materials of work areas, and the location, size, and type of installation of fixed equipment and facilities shall be submitted together with the appropriate plan review fee to the Health Department and Fire Marshal for approval before such work is begun. A minimum of two sets of plans needs to be provided for review and approval. Allow at least five working days for review of plans.

Inspection

All tourist courts shall be subject to inspection at reasonable hours and as often as deemed necessary by the Health Department to insure adequate compliance with the provisions of these rules.

The report of inspection shall show compliance or noncompliance with these rules, the correction measures to be taken, and the date when it is anticipated such corrections are to be completed. This report shall show the date of inspection and the signature of the person making the inspection.

Administration and Enforcement

The administration and enforcement of these rules and regulations shall be as prescribed in the Official Code of Georgia, Annotated, Chapter 31-5.

108.22 CONVERSION OF SINGLE-FAMILY RESIDENCE TO GROUP DAY CARE HOME/DAY CARE CENTER

A change of occupancy requires the building to conform to all requirements of the Standard Building Code. (Section 101.5.2, S.B.C.)

- State Law: Title 8, Chapter 2, Section 8.2.217 requires an existing building to comply with all the requirements of applicable state and local rules, regulations, codes, and standards for the new use.
- An investigation is required by a Georgia registered professional engineer to determine the adequacy of the existing floor system to support the increased loads.
- Full compliance with the handicap law is required.
- A handicap parking space is required with an above ground sign.
- The main entrance must be handicap accessible by means of a ramp. The ramp must be a minimum of 36" wide with a maximum slope of 1:12. Any ramp with a rise of more than 6" or that is more than 72" long must have handrails on both sides.
- All doors must be a minimum of 3'0" with handicap hardware.
- All halls, corridors, and aisles must be a minimum of 36" wide.
- A handicap path is required with a clear turning radius of 5'.
- An investigation is required by a state-licensed electrician to determine the adequacy of the existing electrical system for the new use.
- Three sets of drawings must be submitted to the Development and Inspections Division, with approval from the Zoning Division, Water System, and State and County Fire Marshal's Offices before a permit can be issued.